



***Our Motto is “The Pursuit of Excellence”***

## **Co-ordinator of PSHE (Wootton Upper School)**

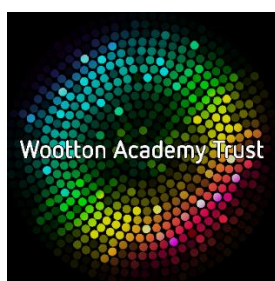
### **Job Description**

**Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Description</b>	<p>At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students’ personal development and well-being.</p> <p>A subject leader must provide strategic leadership and direction for the department and ensure that it is managed and organised to meet both Trust wide and local [i.e. departmental] aims and objectives.</p> <p>A subject leader plays a key role in supporting, guiding, and motivating teachers of the department. Subject leaders evaluate the effectiveness of teaching and learning, the department curriculum and progress towards targets for students and staff in order to inform future priorities for the department. The policy and practice of monitoring within a department provides the information for evaluation and action. A subject leader identifies needs in their own department and recognises that these needs must be considered in relation to the overall needs of the Trust. It is also important that a subject leader understands how their department contributes to Trust priorities and to the overall education and achievement of all students. Throughout their work, a subject leader ensures that practices improve the quality of education provided, meet the needs and aspirations of all students, and help to continue to raise standards of achievement in the Trust. The details outlined below represent the Trust’s supplement to the requirements for a Main Scale Teacher.</p>
<b>Job Purpose:</b>	This is a senior-ranking post with responsibility for PSHE at Wootton Upper School. This is a considerable opportunity for a suitably well organised, communicative, and committed colleague.
<b>Job Title:</b>	Co-ordinator of PSHE
<b>Location:</b>	Wootton Upper School
<b>Reporting Line:</b>	Deputy Head of Wootton Upper School
<b>Hours:</b>	Full Time
<b>Line management responsibility for:</b>	N/A
<b>Working Time and Conditions:</b>	These will be as specified in the latest School Teachers Pay and Conditions Document.

<p><b>Principal Accountabilities/ Responsibilities</b></p>	<p>To be responsible for a high-quality, engaging, age-appropriate PSHE curriculum across the 13 - 16 age-range, that incorporates assessment of understanding and engagement within the curriculum.</p> <p>To champion the high-quality delivery of PSHE across the school.</p> <p>To ensure the curriculum is mapped across subject curriculum areas, with teachers and learners increasingly making links in learning in order to embed understanding.</p> <p>To ensure that the PSHE curriculum is well-sequenced which revisits, builds upon, and reinforces, prior learning.</p> <p>To liaise with key staff to ensure that pertinent themes linked to local and national themes are included in the guidance programme and elsewhere in the curriculum.</p> <p>To liaise with Middle Schools to ensure a more closely linked programme of study.</p> <p>To liaise with the Deputy Head of Wootton Upper School to ensure that the Scheme of Work for PSHE relates to the needs and well-being of all pupils and students.</p> <p>To liaise with all Year Leaders and Form Tutors, regarding the professional support and development of Tutors/Pastoral Tutors delivering the PSHE programme.</p> <p>To plan, implement and evaluate the impact of extra events including drop down days, assemblies and year group (or wider) events</p> <p><b>Specific Responsibilities:</b></p> <p>To be responsible for updating and overseeing reviews of the content/Scheme of Work of the PSHE programme for Years 9-11 involving pupils, staff and parents/carers, governors in reviews as appropriate.</p> <p>To work in collaboration with the Head of Careers, to ensure that appropriate modules are included within the PSHE Scheme of Work relating to CEIAG.</p> <p>To support the Head of Careers in the organisation and delivery of a programme of events designed to promote CEIAG throughout the school.</p> <p>To be responsible for assessment and recording of PSHE as necessary.</p> <p>To ensure that the above at least meets both statutory requirements and our commitment to inclusion, acknowledging the needs and interests of minorities and sub-groups and all aspects of diversity/equality of opportunity in our provision and practices.</p> <p>To lead professional development and support for all those delivering PSHE to deliver challenging subjects at age-appropriate levels, and where necessary lead CPD sessions, or work with individual or groups of tutors.</p> <p>Ensure that drop down days and assemblies are planned and implemented to support the delivery of key messages to support the safety and decision making of learners.</p> <p>To ensure that monitoring and feedback is used to improve the quality of delivery of PSHE and develop the curriculum to respond to local needs and those that present themselves.</p> <p>To liaise with the Senior Leadership Team in the implementation, monitoring/evaluation of the above.</p>
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	<p>To liaise with external agencies (in Bedford Borough and Central Bedfordshire) as necessary.</p> <p>To report to the Governors, as necessary.</p> <p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"> <li>- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.</li> <li>- To undertake any other duty as specified by the STPCD not mentioned in the above.</li> </ul> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
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<b>Co-ordinator of PSHE (Wootton Upper School)</b>		
<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Qualified Teacher Status</p> <p>Degree</p>	
<b>Experience</b>	<p>An outstanding subject teacher</p> <p>Successful experience in teaching in KS3 and KS4</p> <p>A track record of students achieving high levels of progress.</p>	<p>Experience of participating in or leading a whole school initiative.</p> <p>Middle Leadership experience.</p>
<b>Knowledge, Skills &amp; Ability</b>	<p>Excellent subject knowledge.</p> <p>Ability to contribute to the further development of Schemes of Learning.</p> <p>Ability to experiment with and apply new approaches to teaching and learning.</p> <p>Sound knowledge of Information Technology and current issues in this area, including the use of ICT in effective teaching and learning.</p> <p>Ability to create an environment that values feedback from all in order to improve student learning and motivation.</p> <p>Excellent interpersonal, communication and behavioural management skills.</p> <p>Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Knowledge and understanding of mixed-attainment teaching and adapt to the varying demands of each classroom situation.</p>	<p>Knowledge of Ofsted framework.</p>

<b>Personal competencies and qualities</b>	<p>Possess personal warmth and be able to gain the confidence of students and parents, demonstrating the ability to create a positive rapport with students and a safe environment within which the student can flourish.</p> <p>To be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed-attainment teaching.</p> <p>To believe in the importance of teamwork, both at departmental and Trust level.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	<p>Willingness to contribute to extra-curricular activities.</p>
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