**HEAD OF DEPARTMENT FOR PERSONAL, SOCIAL, HEALTH AND CITIZENSHIP EDUCATION - PSHCE**

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| **TLR POST** | **HEAD OF DEPARTMENT FOR PSHCE** |
| **TLR LEVEL** | **II** |
| **TLR BAND** | **b** |

**Line Management**

Responsibility is to the Assistant Headteacher (Personal Development)

**Core Purpose**

* In addition to those professional responsibilities which are common to all teachers in the school, the postholder’s key accountability will be for the raising of standards of teaching, learning and attainment within the PSHCE curriculum area
* To support, hold accountable, develop and lead teachers in the PSHCE Department in order to ensure high standards of teaching and learning and the well-being of staff and students.

**Responsibilities specific to the post**

* To ensure that a high profile for PSHCE is maintained across the school.
* To oversee the strategic direction and development of the curriculum area.
* To oversee the development of programmes of study across all key stages.
* To ensure that schemes of work are in place for each key stage and that these are reviewed regularly and updated as necessary.
* To ensure that national guidelines for PSHCE are adhered to (including RSE)
* To ensure the efficient and effective deployment of resources to ensure high quality teaching and learning.
* To co-ordinate examination entries for the department and ensure that relevant information is passed to the Data & Assessment Manager
* To have responsibility for all assessment within the PSHCE curriculum area, liaising with the Data & Assessment Manager as appropriate
* To ensure that appropriate targets are set for all students.
* To ensure the effective monitoring of student progress within PSHCE through the use of appropriate data to track student progress
* To monitor department reporting and assessment procedures
* To review the outcomes of departmental monitoring and draw up action plans as appropriate.
* To review the effectiveness of the subject area in the light of national examination results and to identify strategies aimed at improving teaching & learning.
* To draw up and implement a monitoring schedule to include regular lesson observations, learning walks and scrutiny of student work
* To contribute to whole school monitoring and evaluation
* To take professional accountability for teachers in the PSHCE department.
* To provide feedback to subject colleagues in a way that recognises good practice and supports their professional development and which will have a beneficial impact on student learning.
* To analyse staff development needs in drama and to take appropriate action to respond to their needs.
* To provide feedback to subject colleagues in a way that recognises good practice and supports their professional development and which will have a beneficial impact on student learning.
* To write the Department Improvement Plan with members of the department.
* To contribute to relevant sections of the SEF.
* To ensure that the school policies are implemented within the subject area by all teachers
* To liaise with members of the Leadership Group, Achievement Co-ordinators and other curriculum areas as appropriate.
* To liaise with other Head of Departments with responsibility for timetable to ensure the effective deployment of staff, allocation to rooms and setting (as appropriate)
* To ensure that the curriculum area provides effective support, enrichment and challenge through the organisation of off-site and extra-curricular activities
* To draw up agendas for curriculum meetings, to chair meetings as appropriate and ensure that minutes are distributed.
* To liaise with other Lead Professionals to create links between subject areas.
* To be accountable for the PSHCE budget allocation and ensure that it is spent in line with the subject learning priorities and best value principles.

**Professional Responsibilities**

**Impact on the educational progress of students beyond those directly assigned**

Working with other teachers in the department to:

* Identify appropriate targets
* Monitor standards of student learning and department progress against identified targets
* Monitor planning, curriculum coverage and learning outcomes
* Monitor standards of student behaviour
* Lead evaluation strategies to contribute to overall school self-evaluation
* Plan and implement strategies where improvement needs are identified
* Ensure that relevant targets are met

**Leading, developing and enhancing the teaching practice of others**

Working with other teachers in the department

* Maintain personal expertise and share this with other members of the department
* Act as a role model of good classroom practice for other members of the department, modelling effective strategies with them
* Monitor and evaluate standards of teaching, identifying areas for improvement
* Plan and implement strategies to improve teaching where needs are identified
* Induct, support and monitor new staff
* Act as a performance manager team leader for identified teachers

**Accountability for leading, managing and developing PSHCE**

Working with other teachers in the department

* Identify relevant school improvement issues
* Define and agree appropriate improvement targets
* Coordinate CPD needs and opportunities
* Evaluate the impact of all improvement activities on the quality of teaching and learning
* Provide the Leadership Group Line Manager with relevant subject/student performance information

**Line Management Responsibility for Teachers in the PSHCE Department**

* Plan the deployment of staff expertise to achieve school improvement objectives
* To provide feedback to subject colleagues in a way which recognises good practice and supports their professional development and which will have a beneficial impact on student learning
* Have regard for the pastoral care and welfare of members of the PSHCE Department
* To induct, support and monitor new staff appointed to the PSHCE area and in the case of an ECT, GTP or PGCE student to act as the subject mentor.

It is a requirement of all employees of the Trust to demonstrate their suitability to work with children which includes, motivation, the ability to maintain appropriate relationships with children, display emotional resilience to challenging behaviour and demonstrates appropriate attitudes to the use of authority and maintenance of discipline.

All teachers will be required to undertake the role of a review tutor.

***Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.***

* **To support the school in meeting its safeguarding responsibilities**
* **To support the overall welfare and good discipline of students**
* **To lead by example and embody the school’s values for students, staff, governors and parents**
* **To act at all times as an ambassador for the school in a manner which upholds its values and ethos**
* **To participate in the school’s arrangements for performance management and CPD**
* **To carry out other duties as may be commensurate with the grade and nature of the post.**

**Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers’ conditions of employment.

**Notes**

1. **Special Conditions**

 A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers’ Pay and Conditions Document. The duties required of a teacher under this job description shall be such as require the exercise of a teacher’s professional skills and judgement.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

I have read the above job description and agree with its contents.

Name......................................................

Date........................................................