



MOWBRAY
Education Trust

Head of Personal Development (PSHE)

Job Description

March 2023

Responsible to Head Teacher

Purpose of the role:

To lead and be accountable for the teaching, learning and curriculum development of Personal Development so all our students leave with the knowledge and skills to thrive and make a positive impact on society.

Leadership of Teaching and Learning Responsibilities

- Lead the development and delivery of a dynamic and evolving curriculum which responds to the emerging needs of students and the community by remaining up to date with current local and national issues.
- Engage key stakeholders, including the pastoral team, in regular consultation to ensure PD responds to current pastoral and behaviour concerns and conduct regular feedback surveys to ensure the curriculum is responsive.
- Ensure that all teachers of Personal Development, in accordance with programmes of study, plan and deliver high quality lessons which are appropriate to the age and ability of the students.
- Facilitate the exceptional progress of individuals and groups of students by ensuring individual needs are planned for and met across the department.
- To coordinate extra-curricular activities to enhance the learning of students in PD.
- Keep abreast of external and governmental legislation changes regarding the RSE framework and adapt the curriculum accordingly.
- Contribute to the development of tutor time activities and keep tutor teams up to date with information that may affect their students, working alongside pastoral team to provide resources for specific subjects.
- To monitor, record and report on the progress and achievement of students in line with department, school and national policies.
- Ensure formative and summative assessment is used effectively across the department to inform planning and interventions.
- Ensure teachers in the department give feedback to students that moves learning forward.
- Create a positive learning environment within the department and make effective use of available budget and resources.
- Ensure homework is set and monitored according to department policy.

General Leadership and Management Responsibilities

- Identify and act upon department priorities in collaboration with senior leadership line management in order to build and lead a cohesive and highly effective team; complete all team appraisal and quality assurance in line with school and trust policy.
- Make an active contribution to implementing the policies and aspirations of the school and Trust.
- Create a positive learning environment across the department by setting and maintaining high expectations for student behaviour through consistent use of the behaviour policy and support members of the department to do the same.
- Use meeting time effectively to develop the department team and curriculum.

- Attend meetings/training/events and carry out administrative tasks as specified in the school calendar.
- Communicate with and report to parents when required.
- Set a good example to students, in terms of appropriate dress, standards of punctuality and attendance.
- Fulfil allocated duties within a duty rota.
- Act as a form tutor to a group of students, offer pastoral support and deliver the agreed tutor programme.
- Engage fully with the school and Trust professional development offer to fulfil personal potential and contribute to the implementation of the school's goals and improvement plan.
- Work in effective partnership with other heads of department and subject leads across the Trust.
- Manage own workload and that of others to support work-life balance.
- Report any safeguarding concerns immediately in accordance with Trust processes.
- To consistently demonstrate and promote the values of the Trust.

This job description is neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

Person Specification

Qualifications (Application/Certification)	Essential	Desirable
Educated to degree level	✓	
Holds Qualified Teacher Status	✓	
National Professional Qualification or willingness to complete		✓
Experience (Application/Interview/References)		
Teaching experience in Key Stages 3 and 4 with proven good and outstanding outcomes	✓	
Responsibility within a school		✓
Experience of using data to design and deliver specialist intervention strategies and plans		✓
Experience of developing a high quality curriculum		✓
Experience as a form tutor		✓
Professional Knowledge and Skills (Application/Interview/References)		
Excellent subject knowledge	✓	
Understanding and experience of implementing positive and effective behaviour management strategies to create a positive climate for learning	✓	
Exceptional understanding of elements of effective teaching and can evidence where they have secured good progress of students	✓	
Understanding of how students learn	✓	
Able to support colleagues to bring out the best in them		✓
Able to effectively use formative and summative assessment to inform planning and interventions	✓	
Experience of working with students with SEND/ EAL and ability to secure good progress for these students	✓	
Demonstrates knowledge and understanding of safeguarding and child protection issues and procedures, including both statutory requirements and best practice	✓	
Knowledge and understanding of the curriculum and assessment requirements at KS3 and KS4	✓	
Skilled in assessing, recording and reporting on the development, progress and attainment of pupils against targets	✓	
Experience in holding others to account		✓
Personal Qualities (Application/Interview/References)		
Committed to supporting and working with others as part of a team	✓	
Demonstrates passion and enthusiasm for driving improvements to maximise students' life chances	✓	
High level of communication skills both orally and in writing	✓	
Committed to delivering an inclusive learning experience for all pupils and overcoming barriers to learning and achievement	✓	
Ability to manage own work load effectively and respond swiftly to tight dead lines	✓	

Demonstrates excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Ability to give, receive and act on feedback	✓	
Personal resilience, persistence and perseverance	✓	
Motivated, enthusiastic and flexible	✓	
Committed to own continual professional development	✓	
Aware of and committed to equal opportunities	✓	
Committed to the Mowbray Education Trust values and aims	✓	
Other (Application/Interview/References)		
Understands and actively promotes the benefits of diversity within the Trust	✓	
Is fluent in the use of the English language	✓	