



Head of PSHE Application Pack

We are seeking a Head of PSHE to join our
Humanities Faculty

*Salary Range: Main/Upper Pay Ranges
plus TLR 2B - £5,574*

Permanent post

Relocation package may be considered

Required for start in September 2025





New school building, opening early 2025



Sixth Form Student Leadership Team



Senior House Captains



Ofsted Rating 2024

Find out more about our school by following our Social Media pages, or visiting our website.

**www.kes.essex.sch.uk
Facebook: [thekingedmundschool](https://www.facebook.com/thekingedmundschool)
X: [LIFE_AT_KES](https://twitter.com/LIFE_AT_KES)**

Dear Applicant,

Thank you for your interest in the role of Head of PSHE at The King Edmund School.

KES is a large, mixed comprehensive school serving a geographically and socially diverse area in South-East Essex. Many of our students travel by bus to school from outlying areas; we also take a significant minority of students from the unitary authority of Southend.

We are a school with a strong community feel. We are guided by our values and we believe these help foster a culture where everyone is encouraged and supported to achieve their Personal Best. Our students and staff treat each other with kindness and mutual respect and we celebrate diversity whilst promoting a culture of inclusivity, where every student feels seen, heard, and valued for who they are. We believe that a diverse community enriches the learning experience for everyone and prepares our students for success in a global society.

We want every student to have high aspirations; we inspire our students to dream big and strive for excellence in all areas of their lives. We are relentless in our drive to support students to achieve well academically. We regularly have students gaining places at Oxford, Cambridge or other Russell Group universities. However, our deeper passion is that all students, regardless of their ability, reach their potential. Our students leave KES ready to embrace the next chapter of their young lives, whether that be studying a degree at university when they leave our Sixth Form, or starting an apprenticeship when they leave at the end of Year 11.

We are traditional in our approach to uniform, behaviour and work, but always seek to be very supportive of students and to engage parents in these aspects of school life. Working together with parents and carers, we provide students with the right guidance, support and challenge to succeed both personally and academically.

We are proud of our students' achievements, inside and outside of school, and we encourage them to be proud of themselves and each other.

Our recent Ofsted report rates the school as 'GOOD', and reflects the quality of the school, despite the challenges we have had to face over the past few years. We have been very successful in meeting the needs of students over that period of time, however, our outcomes were affected by school closures.

In early 2025, a new two storey school building will open, featuring a new school hall, dining room, activity studio, staff offices and technology and art rooms which will make us one of the most sustainable and eco-friendly schools in the country.

The successful candidate will have opportunities to develop further and will be able to expand their skill-set for the future. As well as offering excellent development opportunities, the school offers staff benefits which include free car parking, use of the onsite gymnasium and swimming pool, as well as staff recognition schemes.

It is hard to give an accurate picture of a school in words, but I hope you are getting the sense that KES is a friendly school where we work hard to ensure students feel that they belong so that they can both enjoy and achieve.

I look forward to receiving your application.

Yours sincerely,

Jonathan Osborn
Headteacher

The Role

Head of PSHE

Salary Range: Main/Upper Pay Ranges plus TLR 2B (£5,574)

Permanent post - Relocation package may be available

Required for start in September 2025

Are you passionate about fostering the personal, social, health, and economic growth of young people? The King Edmund School is looking for a dedicated Head of PSHE to inspire and guide our students as they develop essential life skills and values. You will play a crucial role in equipping students with the knowledge and skills they need to thrive. You will nurture their emotional well-being, build their resilience, and enhance their understanding of social issues, preparing them to become informed and responsible citizens.

The successful applicant will be a strong teacher, ready to take on a middle leadership role and to teach throughout the age and ability range. The role will suit someone who is able to effectively lead and manage colleagues and able to build positive relationships with both students and parents.

The successful applicant will demonstrate the ability to accept new ideas and a thorough commitment to student learning with evidence of high degree of subject specialism and professional development, as well as a flexible and adaptable attitude to meet the needs of the school. We want to recruit staff with the vision and determination to ensure all our students receive a first-class education, and who will rise to the challenge of building on success.

The Humanities Faculty

The Humanities Faculty is made up of 13 teachers, delivering a wide range of subjects: Geography, History, RE, Sociology, Criminology, PSHE, Law and Psychology. Many of the subjects are taught throughout the school, while some are delivered at KS4 and KS5 and others just at KS4 and can be chosen as an option subject at KS4 and KS5. The team is led by the Head of Faculty, Chloe Coulson-West, supported by Heads of Subject. The team is a highly experienced one, and any new member of staff has access to significant ongoing support within the team to ensure a successful transition to the school.

KES is a school with strong leadership and management and one with a strong supportive staff community. The school day lends itself to a good work/life balance with the teaching day ending at 14:10. The school offers an extensive support programme, including mentor/buddy system, Initial Teacher Training support for Early Career Teachers (ECTs) or for those seeking Qualified Teacher Status (QTS / QTLS), a system of twilight training sessions, as well as excellent development opportunities. Staff benefits include free car parking, onsite gymnasium and swimming pool as well as staff recognition schemes.

If you are currently considering a career move, we would very much like to hear from you. Please visit the vacancies section of our website (<https://kes.essex.sch.uk/join-our-community/staff-vacancies>) and complete the 'Quick Apply' application form and submit a copy of your CV.

We also welcome and encourage telephone calls on 01702 560906 to register an interest or to find out more about the school and the role. If you wish to find out more about the school prior to interview, we would be delighted to welcome you to KES prior to the closing date, to offer you a tour and an opportunity to get a real sense of the school first hand. To arrange a visit, please email your request to adminoffice@kes.essex.sch.uk and provide your availability, as well as a contact telephone number.

Early applications are welcome

Closing Date for applications is 4pm on Friday 21 March 2025

Interviews will take place immediately following the closing date

Job Description

Job Title: Head of PSHE

Reports to: Head of Faculty

Liaison with : Other faculty staff, other teachers, educational support staff, advisors and parents.

Job Purpose

- Progress and attainment of individual students within the subject area, which involves seeking ways to raise standards of student attainment and achievement within the subject area and to monitor and support student progress
- Develop and enhance the teaching practice of others
- The production and deployment of resources
- Schemes of Work and communication of course and assessment criteria to staff
- Monitoring student assessment and liaison with the Head of Faculty

Core Duties and Responsibilities

As the Head of Department (Subject), you will be expected to carry out the professional duties and responsibilities of a Class Teacher as set out in the school's Class Teacher generic job description and the School Teachers Pay & Conditions Document, as well as the following:

- Attend faculty meetings
- Manage the development of schemes of work and associated resources that meet statutory requirements and maximise student achievement. Ensure all relevant subject staff are fully conversant with them
- Monitor the progress, achievement and attainment of students within the subject area
- Ensure relevant subject staff are assessing students on a regular basis and are adopting the best practices of AfL
- Ensure students within the subject area are set clear targets and expectations
- Assist the Head of Faculty in monitoring the performance of relevant subject teachers through lesson observations and work sampling
- Liaise with other professionals such as the Head of Faculty, the SENCO, LSAs etc.
- Ensure there is cover work for classes without a teacher
- Attend Parent Consultation Evenings as instructed by Head of Faculty
- Inform parents, when appropriate, about their child's learning in your subject area
- Assist the Head of Faculty in the promotion of excellent behaviour of students in the subject area
- Assist the Head of Faculty in developing the pedagogic skills of the teaching staff in the faculty
- Assist the Head of Faculty in ensuring the quality and punctuality of subject area reports for students

General

- To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence'
- To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- To respect confidentiality at all times
- To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate
- To undertake any training and development commensurate with the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and after discussion.