



ARTHUR MELLOWS VILLAGE COLLEGE

Helpston Road, Glington, Peterborough PE6 7JX

JOB DESCRIPTION	
Post Title	Second in PSHE (Lifeskills and Citizenship) TLR2D £3,391
	The College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Purpose	To support the Head of PSHE (Lifeskills and Citizenship) and to deputise when and where appropriate. • To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying PSHE (Lifeskills and Citizenship) in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To raise standards of student attainment and achievement within PSHE (Lifeskills and Citizenship) and to monitor and support student progress. • To be accountable for student progress and development within PSHE (Lifeskills and Citizenship). • To be accountable for leading, managing and developing PSHE (Lifeskills and Citizenship) • To work with the Head of Department to improve the quality of teaching. • To work with colleagues in joint planning and teaching within an identified area. • To work with the Head of Department to ensure assessment conforms to the school ethos.
Reporting To	Head of PSHE (Lifeskills and Citizenship)
Responsible For	Students' learning outcomes within PSHE (Lifeskills and Citizenship)
Liaising With	Head/Deputies, Head of Department, Teaching staff, relevant non-teaching support staff, LA representatives, external agencies and parents.
Disclosure Level	Enhanced

MAIN (CORE) DUTIES	
Operational / Strategic Planning	• Work with the Head of Department to lead the development of appropriate schemes, resources, schemes of work, marking policies, assessment and teaching strategies in the department, and develop approaches to the changes of assessment within PSHE (Lifeskills and Citizenship) • Collaboratively contribute to the Department improvement plan for PSHE (Lifeskills and Citizenship) under the leadership of the Head of Department. • To assist in setting, monitoring and following up student progress within the Department by overseeing it within PSHE (Lifeskills and Citizenship). • To work with colleagues to formulate aims and objectives for PSHE (Lifeskills and Citizenship) which have coherence and relevance to the needs of students and to the aims and objectives of the school. • To attend subject meetings to keep abreast of latest developments in the subject (external) and to support colleagues with the delivery of the subject (internal). • To look for and encourage opportunities for extra-curricular and extension/ enrichment activities such as visits, competitions and speakers to enrich learning. • To plan for intervention when required to improve teaching and learning. • To monitor progress of key groups for PSHE (Lifeskills and Citizenship) such as pupil premium, gifted and talented and SEN students.
Curriculum Provision	• To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
Curriculum Development	• To assist the Head of Department in curriculum development for PSHE (Lifeskills and Citizenship) • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
<u>Staffing</u> Staff Development Recruitment/Deployment of Staff	• To work with Head of Department and to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To support the Head of Department by making appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Manager/ relevant staff to secure appropriate cover within PSHE (Lifeskills and Citizenship) • To promote teamwork and to motivate staff to ensure effective working relations.
Quality Monitoring and Performance Management	• To work with the Head of Department to help develop the effective teaching and learning styles in all subject areas within PSHE (Lifeskills and Citizenship). • To implement School Quality Monitoring procedures and to ensure adherence to those within the department.

	- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. - To seek/implement modification and improvement where required within PSHE (Lifeskills and Citizenship).
Management Information	- To ensure the maintenance of accurate and up-to-date information concerning PSHE (Lifeskills and Citizenship) area on the management information system. - To assist in the use of analysis and evaluation of performance data. - To help produce reports within the Quality Monitoring cycle. - To assist in the production of reports on examination performance, including the use of value-added data. - Administration of examinations for the PSHE (Lifeskills and Citizenship) area and their development.
Communications	To ensure effective communication as appropriate with the parents of students.
Management of Resources	To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
Pastoral System	- To monitor and support the overall progress and development of students within the curriculum area. - To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place.
Teaching	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other Specific Duties:	
You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher. - To support the school in meeting its legal requirements for worship. - To promote actively the school's corporate policies. - To continue personal development as agreed - To actively engage in the staff review and development process. - To undertake any other duty as specified by STPCB not mentioned in the above Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head of College to reflect or anticipate changes in the job commensurate with the grade and job title.