



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

JOB DESCRIPTION

SUBJECT LEADER FOR CITIZENSHIP/PSHCE

CONTRACT:

Permanent Contract

NAME:

SALARY SCALE:

MPR /UPS + TLR2A

JOB DESCRIPTION:

Effective from: April 2025 or September 2025

JOB TITLE:

Subject Leader for Citizenship/PSHCE

- ***This job description should be read and implemented in conjunction with the National Professional Standards for Qualified Teacher Status. Your professional development should demonstrate substantial and sustained progress leading towards the next appropriate level of Performance Related pay***

JOB PURPOSE:

- To provide effective teaching and learning in the school, to achieve the outcomes required by Government Regulations and the school improvement plan adopted by the Governing Body.
- To assist the head teacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school improvement plan adopted by the governing body.
- The teacher will be required to take particular responsibility for the Leadership and Management of PSHCE and Citizenship throughout the school.

PROFESSIONAL DUTIES - CLASS ROOM TEACHER:

- To undertake the duties and responsibilities of a classroom teacher as required by the head teacher
- To plan, teach, mark and assess subject and related courses across the Key Stages to examination level and make an impact on the educational progress of pupils.
- To develop teaching of alternative courses where required.
- Work with the Heads of Year to meet individual needs and support learning
- To work with the Subject staff in devising and reviewing key subject documentation, which reflects the changing styles of teaching and supports the development of personalised learning.

- To support the development and implementation of whole school and subject planning and policies at classroom level.
- To contribute to subject development of activities and resources which extend and enhance the curriculum eg Curriculum and Achievement Days and Out of Hours Learning including competitions and festivals
- To share in the development of the whole school website and process of developing e-learning
- To develop and maintain a stimulating and challenging working environment in the teaching base utilising available support to maintain current displays which enhance learning
- Co-operate in the planning and teaching of cross curricular strands
- To contribute to the development of working practices which support progression between Key Stages

PROFESSIONAL DUTIES – SUBJECT/ASPECT LEADER:

- **To lead, manage and develop PSHCE Inc. Citizenship and make an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**
- To enable pupils to develop skills which equip them to become functioning members of society
- To enhance a sense of community responsibility within school and the wider community being reflective on current events and causes
- To lead the writing and implementation of development plans which reflect the changing processes of teaching and learning to accelerate pupil progress and support personalised learning within the subject and whole school vision.
- To ensure that all relevant aspects of PSHCE (Careers/Sex Education/Drug Education/Health Education and Citizenship) are covered appropriately in the PSHCE programme with specific attention to the development and delivery of SRE and in discrete Citizenship lessons
- To develop, monitor and evaluate key subject documentation, which reflects the vision and policies of the subject and the whole school.
- To manage the subject budget, prioritise resources and plan for change with the designated member of Senior Leadership
- To lead the development of working practices which support subject progression between Key Stages with the designated member of Senior Leadership.
- To lead subject development of activities and resources which extend and enhance the curriculum e.g. Achievement Days and Out of Hours Learning.
- To implement the school assessment, recording and reporting policy as it relates to teaching and learning in PSHCE and to develop an assessment structure for students in each unit.
- To further develop PSHCE reports and evaluate effective implementation by form staff
- Co-operate in the planning and teaching of cross curricular strands with focus on Literacy, Numeracy, SMSC and Fundamental British Values

- **To lead, develop and enhance the teaching practice of other staff in Citizenship and PSHCE**
- To lead the development of staff within PSHCE, ensuring an awareness of a range of teaching and learning styles and to take responsibility for the staff development budget, training and wider opportunities for curriculum development with the designated member of Senior Leadership through regular meetings
- To take responsibility for monitoring and evaluating the quality of teaching and learning within the subjects with the designated member of Senior Leadership.
- To liaise with the designated member of Senior Leadership in the deployment of staff to support whole school, department and personal development.

NB Some changes may be negotiated to support personal and professional development.

PROFESSIONAL DUTIES - APPRAISAL:

- To participate in and take responsibility for own professional development and use the outcomes to improve teaching and pupils' learning – sharing this expertise with colleagues.
- To participate in Appraisal in accordance with the school's published procedures.

PROFESSIONAL DUTIES - GENERAL:

- To safeguard the pupils in your care and in the course of your work around school, working within the guidance and statutory requirements for Safeguarding, Equal Opportunities, Anti-Bullying, Anti-Racist and Whistle Blowing Policies
- To promote Fundamental British Values, community cohesion and citizenship
- To teach second or additional subjects when required in consultation with line manager and Curriculum Deputy.
- To act as a Form Tutor, deliver elements of PSHCE and Citizenship and share in the pastoral responsibilities of the school.
- To liaise with Heads of Year directly as a Form Tutor and via the Head of Department for subject referrals to support individual and group needs.
- To ensure that Health and Safety regulations are observed and to take responsibility for reporting any deficiencies.
- To undertake any other professional duties as defined in the School Teachers Pay and Conditions Document.

LINE MANAGEMENT - RESPONSIBILITY TO AND FOR

- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school, and to report for the purposes of day-to-day management to the Assistant Head Teacher.

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.

SPECIAL CONDITIONS:

- 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.

REVIEW AND AMENDMENT:

- This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation, by _____

(Signature of Head Teacher or designated member of the leadership team)

Agreed after consultation, by _____

Date: _____

¹ For guidance on a definition of line management and examples of the way in which a teacher can be expected to assist with the management of conditions of service and employment, see the authority's annual advice on the School Teachers' Pay and Conditions Document.

- **The confirmed appointment is subject to the receipt of two supporting references. Appointees will also be asked to complete a pre-employment Health Check for the Local Authority.**
- **Hodge Hill Girls' School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment and provide the necessary information regarding Right to Work and DBS checks.**

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY