



JOB SPECIFICATION

TITLE OF POST: Head of PSHRE, Citizenship & Careers

ALLOWANCE: Responsibility: TLR 1a

FUNCTION OF THE POST:

The Head of Department is responsible for:

- Leading and managing all aspect of PSHRE education within the school.
- Leading the work of the PSHRE team to ensure the highest standards from all staff and the highest achievement and engagement by all students
- Line managing Religious Education and/or Citizenship
- Line managing the Careers Co-ordinator and ensuring that the school is meeting or exceeding statutory requirements of careers education.

MAIN TASKS AND RESPONSIBILITIES

1. To teach PSHRE/Citizenship in years 7 – 13.
2. To evaluate data and student feedback and implement strategies to raise attainment and engagement, including for different groups –in RE, PSHRE and Citizenship.
3. To be responsible for the department's development work to ensure further raising of achievement and engagement
4. To be responsible for the effective line management of the post holders, including the Careers and Work experience Coordinator so that roles are fulfilled and the whole team works effectively together for the benefit of our students
5. To be responsible for the setting of expectations and monitoring and evaluation of all PSHRE work done in the department by teachers and students and to promote good citizenship

6. To lead and develop new aspects of PSHRE/Citizenship including enrichment and whole school initiatives and cross curricular activities that celebrate events such as International Women's Day
7. To lead the examined courses at KS4 and Sixth form
8. To line manage the Head of Religious Education or Citizenship and to ensure that Religious Education and PSHRE/Citizenship are effectively co-ordinated to the benefit of students.
9. To be a tutor or a support tutor.
10. To ensure that the study skills which students need are clearly taught and communicated across the school
11. To fulfil the requirements of a subject teacher as outlined in the Staff Handbook.
12. To fulfil the role of a Head of Department as outlined in the Staff Handbook, and as a member of the school development team to contribute to whole school development and policies.
13. To ensure that the school is meeting the statutory requirements of Careers, Citizenship and Life Skills and to make sure that all relevant staff are always aware of any changes.
14. To carry out all responsibilities in accordance with the school's equal opportunities policies.

SELECTION CRITERIA

Skills & Abilities

1. Excellent interpersonal skills and the ability to work collaboratively to engage and Inspire the team Ensuring that all staff have high quality Professional Development that supports the department achieving its aims
2. Good communication and organisational skills leading to the efficient running of the PSHRE team.
3. Be an outstanding and creative teacher who models and supports excellent pedagogy within the department and school.
4. Have high expectations at all times and be able to achieve these with the team
5. Ability to work effectively under pressure.
6. A high standard of IT understanding and to be able to use it effectively to support department administration but also within their teaching

7. Commitment to personal career development.
8. Ability to organise whole school/year-based activities especially linked to PSHRE, Citizenship and Careers.
9. Ability to think and plan strategically and manage change.
10. Be able to broker and manage strong partnerships with external organisations to support the work of the Life Skills Department and the development of whole school Citizenship and Careers.

Knowledge and Understanding

Knowledge and understanding of recent developments in PSHRE, Citizenship and Careers Education.

Knowledge and understanding of school development and the role to be played by the Head of Department and the PSHRE team.

Knowledge of strategies for supporting, guiding and challenging teachers and improving teaching and learning.

Knowledge of strategies for raising achievement at all key stages, including specifically promoting literacy and debating skills

Knowledge of ways of creating a high profile subject within the school and community

Understanding of pedagogy of practical subjects

Equal Opportunities

1. Understanding of the different social backgrounds of students.
2. Understanding of the needs of different students, and the appropriate policies and strategies to support them.
3. Understanding of the needs of bilingual students.
4. Commitment to equal opportunities across all groups of staff

Experience

1. Experience of teaching PSHRE and or Citizenship to students of all abilities in the 11-19 age group
2. Experience of leading aspects of professional development within a PSHRE Citizenship Team

3. Collaborative methods of teaching and working with colleagues in the preparation, assessment and monitoring work.
4. Leading and managing change and leading and managing people.
5. Using IT to raise achievement and as a management tool.
6. Experience as a form tutor and/or pastoral work.
7. Experience of involvement in whole school initiatives
8. Excellent results from own classes in your current role

Qualifications

Qualified teacher status.

Good degree in PSHRE, Citizenship or PSHRE related subject