

HAYDON SCHOOL
JOB DESCRIPTION – HEAD OF CITIZENSHIP & PSHEE

Post Title	Head of Citizenship and PSHEE
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Purpose	<ul style="list-style-type: none"> • To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To act as a Curriculum Lead and be responsible for leading and developing this area. • To develop and enhance the teaching practice of others. • To monitor and support the overall progress and development of students as a manager within the curriculum area, in collaboration with Heads of Faculty and subject. • To work with the relevant Heads of Faculty and the Year Teams to improve the quality of teaching. • To carry out systematic observations and feedback. • To work with colleagues in joint planning and teaching within a subject area.
Reporting to:	Assistant Head
Responsible for:	The provision of a full learning experience and support of students
Liaising with:	Head/Deputies, relevant non-teaching support staff, external agencies and parents.
Working time:	195 days per year. Full time
Salary/Grade:	TLR 2B
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/Strategic Planning	<ul style="list-style-type: none"> • To work with Heads of Faculty and Year Teams to coordinate the development of appropriate Citizenship and PSHEE syllabuses, resources, schemes of work and teaching strategies, within the designated area including the provision of detailed schemes of work and lesson plans to support relevant teachers from other subject areas in the delivery of the Citizenship and PSHEE curriculum. • To work with Heads of Year to promote spiritual, moral social and cultural development through drop down lessons and assemblies. • To develop a centralised electronic bank of resources that is bespoke to each Year Group. • To assist in monitoring and following up student progress. • To continue to review and liaise with SLT on the effectiveness of Citizenship & PHSEE delivery. • To review current RSE provision, then plan and update accordingly to Government statutory requirements and

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	<p>recommendations.</p> <ul style="list-style-type: none"> • To plan and implement Form Time, PHSEE activities, TFTW and assemblies. • To assist in the implementation of School Policies including RSE, Citizenship and PHSEE procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. • To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. • Evaluate schemes of work delivered through other curriculum areas to ensure effective teaching and learning. (In light of recent specification and Key Stage changes) • Observe teaching and provide feedback to colleagues. • Head the improvement of teaching quality in both subjects. • To work with Heads of Year and the post holder for Student Voice to ensure active citizenship and community opportunities are made available to students on an enrichment basis
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the relevant Heads of Faculty and Year Teams to ensure the delivery, through curriculum lessons across the school, of an appropriate, comprehensive, high quality and cost-effective curriculum programme for Citizenship and PSHEE which complements the school's strategic objectives. • To lead the organisation of PSHEE guest speakers group from years 7-13, in collaboration with year teams and external agencies
Curriculum development:	<ul style="list-style-type: none"> • To keep up to date with national developments in both subject areas and ensure Haydon teachers are up to date with relevant teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels, in particular, awaiting Government future recommendations for statutory RSE
Staffing Staff development Recruitment/Deployment of staff	<ul style="list-style-type: none"> • To work with Heads of Faculty, Year Teams and SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the school's ITT programme. NQT programme and other required
Quality Assurance:	<ul style="list-style-type: none"> • To ensure effective operation of quality control systems. • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help establish common standards of practice for both subjects across the school, and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. • To contribute to the School procedures for lesson observation.

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	<ul style="list-style-type: none"> • To implement School quality 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 the relevant curriculum area. Including student, staff and visitor feedback via online surveys. • Encourage teachers to review and improve their practice. • Ensure improvements made are embedded in the subject teams practice. • Sample pupils' work. • Discuss work progress and attitudes with sample groups of pupils. • Ensure there is regular debate and discussion about the quality of teaching and learning and expectations for pupils' achievement. • Build commitment to a set of agreed standards across the subjects.
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
Communications:	<ul style="list-style-type: none"> • To help ensure that all members of the Year Team are familiar with its aims and objectives. • To ensure effective communication as appropriate with the parents of students. • To liaise with colleagues from across the borough to continue to follow and improve on best practice.
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, social media and Headteacher update. • To contribute to the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events in partner schools and the wider community. • To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To assist the relevant Heads of Faculty and Year Teams to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Pastoral system:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area.
Teaching:	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

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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:	
<p>You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.</p> <ul style="list-style-type: none"> • 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 <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>	
Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.	
This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.	

DATE: SEPTEMBER 2019