**JOB DESCRIPTION**

***Job Title:*** Subject Leader – PSHE KS4/5 (Boys’ School)

***Responsible to:*** Head of Personal Development

Assistant Head (Pastoral)

***Responsible for:*** Creating Schemes of Work and overseeing delivery of PSHE for Years 10-13

**Core Purpose of the Subject Leader**

To ensure the entitlement of all students within the Learning Area (LA) in Key Stages 4 and 5 to make progress and develop their skills, attributes, knowledge and understanding as young learners. To lead and co-ordinate colleagues’ teaching at the Boys’ school to ensure the delivery of the required outcomes for students within the ethos of the school. To work within the framework of national, local and school policies.

## Main Duties

* To lead curriculum development and to keep up to date with national developments in the subject area(s) and teaching practice, pedagogy, methodology and the requirements of Ofsted
* To monitor actively and follow up student progress.
* To work with colleagues to formulate aims, objectives and strategic plans for the learning area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
* To work closely with the KS3 PSHE lead to ensure curriculum development and continuity
* To lead and manage the business planning function of the learning area and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the School.
* To link and liaise with the Head of Jewish Studies to ensure that the work in the learning area fully reflects the School's distinctive ethos.
* To foster and oversee the application of IT
* To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
* To work with the Executive Leadership Team and SLT to ensure that staff development needs are identified and met
* To undertake Performance Management Review(s) and to line manage members of the department, in conjunction with the Second in charge of the department
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover work within the relevant subject and liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the subject area.
* To participate in the interview process for teaching posts when required and to ensure the effective induction of new staff in line with School procedures.
* To be responsible for the day-to-day management of staff within the designated Learning Area and act as a positive role model.
* To ensure the effective operation of the school’s review and self-evaluation processes ensuring that all requirements for the learning area are met in a timely manner in accordance with the review cycle.
* To ensure the maintenance of accurate and up-to-date information concerning the subject on the management information system, produce reports as needed and ensure that data is used to inform planning
* To ensure that all aspects of the school’s website associated with the Learning Area are up to date and relevant.
* To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and parents’ newsletters.
* To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
* To manage the available resources of space, staff, money and equipment efficiently

**Duties of All Teachers**

* Organise and manage an appropriate learning environment
* To plan challenging teaching and learning objectives
* Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback and reports to colleagues, parents and students
* Record progress and achievement in lessons/activities systematically and provide evidence of the range and level of progress and attainment
* Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence
* Support the role of parents in students’ learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
* Use detailed knowledge and specialist skills to support and progress students’ learning
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all students within the classroom
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all students in activities
* Promote independence and employ strategies to recognise and reward achievement and self-reliance
* Provide feedback to students in relation to progress and achievement
* Deliver learning activities to students, adjusting activities according to student responses/needs
* Use IT effectively to support learning activities and develop students’ competence and independence in its use
* Select and prepare resources necessary to deliver learning activities, taking account of students’ interests and language and cultural backgrounds
* Support for the School and its ethos
* Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of students
* Take personal responsibility to promote and safeguard the welfare of all children and young people in the school community.

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO.

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 in the foregoing.

## Date of Issue: March 2022

## Mr A McClusky

## CEO