



## Head of PSHE (Life Matters and Grey Matters)

Full Time or Part Time

Job Description





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We seek to appoint from September 2026 an enthusiastic and energetic Head of PSHE (Life Matters and Grey Matters).

## About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

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## Personal and Professional Qualities Required

The successful applicant will be an enthusiastic and effective teacher, passionate about their subject and with a strong record as a classroom practitioner. They will have strong leadership potential or previous experience and a real desire to promote the subject throughout the School, to manage a team of staff and contribute to the wider team of Heads of Department in a highly academic environment.

We are looking for a committed teacher with experience in teaching PSHE (Life Matters and Grey Matters). Experience in teaching Life Matters and Grey Matters at Key Stage 3 through to Key Stage 5, or similar courses, would be an advantage, but not necessarily essential. Most important is that they should be energetic, flexible, friendly, and enthusiastic about their subject. Working as part of a team is vital and they should be able to work constructively within a small, closely-knit, and very busy department.

The successful candidate will have a good degree and a proven track record of excellent teaching. They will have excellent subject knowledge, be an enthusiastic and dynamic presence in the classroom and the department, will be self-motivated, organised, resourceful, and a team player and, above all, will have a passion for empowering young people to prepare them for life beyond school. The successful candidate would need to inspire and challenge academically bright and capable girls. In addition, the successful candidate would need to keep abreast of the latest research including AI and its impact on relationships, in addition to the new government guidelines.

## The Department

The department is based in the main teaching block, where facilities have been updated to have a data projector or interactive screen. The Life Matters Department consists of both full-time and part-time colleagues, some of whom have particular responsibilities for aspects of department life, such as taking minutes of the regular department meetings, devising Schemes of Work for particular year groups, etc. The spirit of the department is collaborative, with the sharing of resources at all levels.

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## PSHE (Life Matters and Grey Matters) courses at St Catherine's

The PSHE (Life Matters and Grey Matters) programme at St Catherine's Senior School is designed as a whole package to ensure effective progression in the development of a broad range of skills delivered through a spiral curriculum from Years 7 to 13. The department liaises with the Prep School to provide continuity in learning as our Prep School pupils progress into the Senior School.

The post is becoming available because our current Head of PSHE (Life Matters and Grey Matters) is taking on a new role from September in the School. The post offers applicants either a chance to move into management for the first time as a Head of Department, or an opportunity to gain further experience for an existing Head of PSHE (Life Matters and Grey Matters).

The successful candidate will join a thriving department within a happy team where high standards are expected of staff as well as pupils, but in a lively and supportive atmosphere. The emphasis is on enjoyment of PSHE (Life Matters and Grey Matters), presenting these areas of study as highly relevant and worthwhile in the modern world, as well as enriching and fulfilling in themselves.





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## Practical Information about the Post

The precise teaching commitment will be sensibly devised to take into account the strengths and interests of the successful candidate. Opportunities for training and further professional development will be provided. The successful candidate would be expected to attend training courses both within school and outside, inevitably involving hours beyond their usual contractual week.

The successful candidate will be expected to:

- Place safeguarding and pupil welfare at the heart of all practice, demonstrating a thorough and up-to-date understanding of Keeping Children Safe in Education (KCSIE), statutory Relationships and Sex Education (RSE) guidance, and wider safeguarding responsibilities, including contextual safeguarding.
- Demonstrate strong commitment to PSHE and RSE as essential curriculum areas, championing their importance across the school and promoting high-quality, age-appropriate and inclusive provision.
- Show excellent subject knowledge in PSHE and RSE, including areas such as mental health and wellbeing, healthy relationships, online safety, consent, equality, diversity and inclusion, and personal development.
- Ensure the PSHE/RSE programme supports every pupil to thrive by:
  - Delivering a coherent, progressive curriculum
  - Responding sensitively to pupils' needs and lived experiences
  - Using appropriate assessment and evaluation approaches in line with whole-school policy (recognising the non-examined nature of the subject).
- Maintain a clear understanding of, and respond effectively to, statutory requirements and national guidance relating to PSHE and RSE, ensuring provision is compliant, current and reflective of best practice.
- Be responsible for the PSHE/RSE departmental handbook, including:
  - Aims and rationale
  - Schemes of work and curriculum maps
  - Subject development and review plans.
- Ensure consistency and quality across PSHE/RSE provision by:
  - Standardising lesson approaches, resources and teaching expectations
  - Agreeing shared protocols for recording participation, pupil voice and reflective assessment where appropriate.
- Oversee the appropriate recording and monitoring of Attitude to Learning, engagement, commendations and recognition linked to PSHE/RSE activities, in line with whole-school systems.
- Lead on health and safety, safeguarding considerations and risk assessments relevant to PSHE/RSE delivery, including visiting speakers, sensitive topics, and external resources.
- Take responsibility for the professional development of staff delivering PSHE/RSE, including:
  - Supporting colleagues who teach the subject alongside other disciplines
  - Organising or attending relevant INSET
  - Ensuring staff feel confident, supported and well-informed when delivering sensitive content.

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## Practical Information about the Post (continued)

- Devise and carry out a programme of routine lesson observations and marking scrutiny of all department colleagues, in support of their continuing professional development, the sharing of best practice, and the consistency of standards in the classroom and marking practice across the department.
- Appraise departmental members in line with School Policy, identifying and developing the skills and strengths of all members of the department.
- Be responsible for the departmental budget, ordering, and maintaining departmental resources.
- Attend Parents' Evenings and Open Mornings/Evenings, and deal with queries from parents.
- Liaise with the Deputy Head (Academic), School Housemistresses and Housemaster, House Tutors and Sixth Form Tutors, Academic Mentoring Department, Head of Careers, and Oxbridge Co-ordinator as appropriate.
- Attend twice-termly twilight Heads of Department meetings, reporting back to the Department as necessary.
- Lead weekly departmental meetings and arrange for minutes to be taken and circulated to the Senior Leadership Team promptly.
- Play a part in the delivery of the new teacher or ITT/ECT induction programmes where relevant in line with School policies.
- Engage with and take an active part in the GSA South Central Region Cluster Group for your subject - a local networking group within girls schools locally - and take a turn to host and run an event for colleagues from time to time.
- Be aware of the need to contribute to the development of the School as well as the Department.
- High standards are expected of staff as well as pupils, but in a lively and supportive atmosphere, where communications are excellent. Staff room facilities are good and the department is well resourced.





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## Being an iPad School

We are committed to using digital learning alongside traditional educational values to offer the best of both worlds. The technology is there to support the learning. We make use of the iPads to redefine what we can do in a classroom to encourage collaboration, and to stretch, challenge and support students.

In 2014 St Catherine's became an iPad School, and all students from Year 5 to Year 10 have iPads that are the property of the School and are managed by the IT Department. Years 11 to 13 have their own iPads and/or laptops of choice in the Sixth Form.

A laptop is provided by the School for teaching in the Senior School. The School utilises a variety of screen-mirroring solutions and projectors/LFDs. Additional facilities include visualisers, microphones, and motorised desks which are commonplace. Staff are required to ensure that all resources needed for teaching are made available in an electronic format (Microsoft Teams/OneNote are our core educational tools) for downloading by girls and interacting on the iPad.

Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are thoroughly delivered and supported to all colleagues.

Support is freely available to all staff from the Director of Digital Technologies and the Head of Digital Learning.

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## Extra Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful.

All part-time and full-time staff also contribute, pro rata, to supervising Day Girls prep time in the Library after school from 4.30pm to 5.30pm or 5.30pm to 6.30pm respectively roughly twice per term. Part-time colleagues are asked to staff the earlier slot that fits in with their timetables.

## Statutory ECT Induction, Staff Induction, Staff Review and Continuing Professional Development

The School offers statutory ECT induction, as provided by the Independent Schools' Council, and a strong and well-established system of mentoring and support for ECTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.

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## Pastoral Roles

Full-time roles usually come with pastoral responsibility for a small tutor group. If such a post is not available initially, other opportunities will arise from time to time and will be advertised in the Staff Room.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

## Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

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## Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

From September 2026 new Teaching Staff will be automatically enrolled in the School's Defined Contribution Scheme, expected to be APTIS (through Aviva).

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP, and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

The school offer a cycle to work salary sacrifice scheme and free parking.

Full-time teaching staff in the Senior School currently have an allocated free half day each week, usually an afternoon, or some other equivalent block of non-contact time, if this can be timetabled. However, this is a non-contractual privilege and it is expected that the member of staff would remain in school during this time if there were a special school event requiring his/her attendance, or if he/she needed to catch up on work after some days' sickness leave, for example, or an INSET day out of school.





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## Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Monday 27<sup>th</sup> April and should take the form of:

- the completed My New Term Application Form provided with these details/found on the School website at [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the My New Term application form.

**Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.**

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

Thank you for your interest in St Catherine's School.

Emma Watson, Head  
April 2026



# St Catherine's School BRAMLEY

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Patron: Her Majesty The Queen  
Registered Charity Number: 1070858