



Post Title	Curriculum Leader of PSHE / RSE - TLR 2C
Reporting to	Vice Principal - Personal Development
Liaising with	Senior Leadership Team, Teaching and Associate Staff, Heads of Year, Parents and Carers, Governors and External Partners
Job Purpose:	
• To provide strong leadership in PSHE so that teaching and learning is consistently good or better. • To continue to develop an innovative and progressive curriculum in PSHE lessons which is supported by a vibrant programme of extracurricular and enrichment activities. • To promote student understanding of key themes and issues in their development at Holyhead in preparation for them contributing positively to wider society.	
Key Responsibilities:	
• To develop an innovative and progressive curriculum in PSHE. • Lead the development of high quality, learning centred policies, practices and schemes of work which: • Ensure continuity and progression for the learning of all students, actively planning for all student groups • Meet the requirements of the National Curriculum • Ensure methods of assessment recording and reporting improve student learning, behaviour and achievement • Plan, lead and evaluate an inspiring extra-curricular programme • To undertake regular audits and quality assurance checks within PSHE to ensure that the highest expectations are being followed and the PSHE curriculum is statutory compliant. • To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and curriculum planning. • To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate. • To oversee and support the professional development of all staff within the department through training and sharing of good practice opportunities. • To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership. • To coordinate resources, giving support and guidance to relevant staff. • To complete all administrative tasks in a timely and accurate manner. • To contribute to wider whole school policy-making as appropriate.	
Curriculum Management:	
• To design an appropriate, inclusive, responsive and progressive curriculum in PSHE that reflects the ethos of the School. • To make sure that curriculum planning meets the needs of all students, providing high levels of challenge and appropriate scaffolding including for those with additional needs. • To keep up to date with local/national developments within the subject area and incorporate elements into the PSHE curriculum as appropriate. • To maintain an up-to-date knowledge of new initiatives in relation to pedagogy and whole school CPD priorities.	



- To ensure that all statutory requirements are met.
- To ensure that methods of assessment and other quality assurance measures are used effectively to review, evaluate and improve the design and delivery of the PSHE curriculum on an ongoing basis.

People Management

- To develop effective working relationships with SLT, other leaders and staff in the school and Trust.
- To adopt a strong, caring, and flexible leadership style to influence and motivate staff and students to work to the expectations of the school.
- To help to identify and respond to the professional learning needs of staff delivering the PSHE/RSE curriculum.
- To ensure that all staff within the department receive regular subject specific training on issues taught within the curriculum and fully understand all relevant policies and their implementation.
- To contribute to an effective support for staff in behaviour management matters that is in line with the whole school behaviour policy.
- To liaise with the Vice Principal for Personal Development on whole school training opportunities to support Form Tutors.
- To implement the School's performance management processes so as to provide a positive framework for ongoing staff development and achievement.
- In conjunction with all staff, co-ordinate activities/processes that encourage team development (including parents/carers and community partners).

Community/School Links

- To develop initiatives to raise community awareness of the PSHE curriculum.
- To assist the SLT line manager to create and implement ways of actively involving parents and carers in the review and evaluation of the PSHE/RSE curriculum.
- To network with secondary schools in the Trust and wider to share best practices, leading to ongoing development within the PSHE/RSE curriculum.
- To liaise with partner primary schools to ensure continuity of learning and progression from KS2 to 3, using innovative transition activities.
- To facilitate a broad range of activities in conjunction with staff, students, and the wider community so as to deepen and broaden learners' experiences in PSHE through interaction with external agencies and partners where appropriate.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive ethos, and to encourage other staff and students to follow this example.
- To play a full part in safeguarding students and contributing to their personal development and well-being as a form tutor

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the Performance Management process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- 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.



- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- 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.
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.
- 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 paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.