



Head of PSHCE and Careers Job Profile

Post	Head of PSHCE and Careers (Head of Faculty)
Salary	MPS/UPS + TLR 1a (£10,174.00)
Contract	Full time, permanent
Reports to	Designated SLT Link (Personal Development/Curriculum)

Job Purpose

Provide strategic leadership of PSHCE and Careers Education (Y7–13) as a Head of Faculty, ensuring a scaffolded, sequenced curriculum that meets statutory requirements, reflects our values, and equips students with the knowledge, skills and character to flourish beyond school. Work across faculties to map and audit PSHCE and partner with the Pastoral team so that curriculum and pastoral systems reinforce one another. Oversee and quality-assure the School's Brighter Futures programme, aligning skills-badging, evidence and recognition with the Gatsby Benchmarks and the Personal Development agenda.

Key Responsibilities

Strategy, Curriculum Design & Mapping

Design and implement a seven-year PSHCE & Careers curriculum (Y7–13), mapped to statutory RSHE guidance, the PSHE Association Programme of Study (KS1–5), and Ofsted expectations for Personal Development.

- Lead a whole-school RSHE/PSHCE mapping and audit with subject and faculty leaders to secure statutory coverage, coherence and progression; publish an annual curriculum map and update termly.

- Specify curriculum time at KS3, a progressive tutor-time programme across key stages, and three whole-school drop-down days annually; evaluate impact and refine.
- Embed assessment for learning and a simple impact framework (knowledge/skills & dispositions), aligned to Ofsted and internal QA.

Careers Leadership, Brighter Futures and Provider Access

Lead a stable, impartial careers programme meeting the Gatsby Benchmarks and DfE statutory guidance, including strengthened provider access legislation (“Baker Clause”).

- Lead and quality-assure the Brighter Futures programme: publish termly co-curricular offers; define skill badges and evidence expectations; run inclusive recognition/awards; maintain a student/tutor tracking system so students can collect and showcase their developing skills; map activities and evidence to appropriate Gatsby Benchmarks.
- Secure a rolling programme of employer encounters, FE/HE encounters and workplace experiences across the key stages.
- Publish and maintain the Provider Access Policy and annual plan; quality-assure encounters for meaningfulness, inclusion, and safeguarding.

Partnerships, Enrichment and Pastoral Collaboration

Commission, quality assure and coordinate external providers (charities, mental health specialists, safeguarding experts, employers, apprenticeship, and technical providers) to enhance delivery and staff confidence.

- Work closely with Heads of Year and the Pastoral team to align curriculum content with pastoral priorities (attendance, behaviour, wellbeing, safeguarding) and to coordinate drop-down days, assemblies, and targeted interventions.
- Build a diverse network of guest speakers, employer links, and community partnerships; engage parents/carers in the programme.

Teaching, Training and QA

Teach model lessons and lead CPD for non-specialist tutors/teachers delivering PSHCE and careers content (safe practice, handling disclosures, inclusive pedagogy).

- Lead QA (learning walks, work reviews, student voice, data) and report on impact to the SLT link and governors; implement improvement actions.

Safeguarding, Inclusion & Compliance

- Ensure all provision is safeguarding-led and compliant with RSHE and inspection requirements (including the updated RSHE guidance timeline).
- Uphold equality of access, British Values, and protected characteristics; align with Ofsted personal development criteria.
- Maintain up-to-date policies (curriculum statements; Provider Access Policy; parent information on RSHE/PSHCE; Brighter Futures information page and participation agreements).

Leadership & Culture

Champion our Christian ethos and whole-child development; contribute to assemblies, form-time themes and wider enrichment.

- Model professional standards and contribute to the wider life of the Trust.

Employee Specification

Qualifications and Training	
Qualified Teaching Status (QTS) and degree in a relevant field	Essential
Evidence of recent CPD in PSHCE/RSHE and/or careers leadership	Essential
Experience	
Successful secondary teaching and middle leadership (faculty/subject/project) within PSHCE/RSHE, citizenship or careers.	Essential
Curriculum mapping and audit across subjects/faculties, assessment design, and staff training/CPD.	Essential
Working effectively with external providers and across a whole-school timetable	Essential

Collaboration with Pastoral/Heads of Year to enhance pastoral care, wellbeing and safeguarding through curriculum.	Essential
Leadership of an enrichment/skills programme (e.g., Brighter Futures, DofE) including student evidence/awards tracking and mapping to Gatsby Benchmarks.	Desirable
Knowledge and Understanding	
Statutory RSHE (current and updated guidance) and the PSHE Association Programme of Study (KS1–5).	Essential
Careers education frameworks: DfE statutory guidance, Gatsby Benchmarks, and provider access legislation.	Essential
Ofsted personal development expectations and safe, inclusive delivery of sensitive content.	Desirable

Personal Attributes	
Strategic thinker and persuasive communicator; able to influence across faculties and motivate/develop staff.	Essential
High standards of professional integrity, judgement, and safeguarding-first practice.	Essential
Data-informed, organised and delivery-focused; able to evaluate impact and adapt.	Essential
Commitment to our Christian ethos and to the flourishing of every student; inclusive of people of all faiths and none.	Essential

Updated: January 2026