

# Leader of PSHCE – Job Description

<b>Post title:</b> <b>Start date:</b> <b>Closing date for applicants:</b> <b>Interview date:</b>	<b>Leader of PSHCE</b> September 2026
<b>Salary:</b>	<b>MPS/UPS TLR2a</b>
<b>Reporting to:</b>	<b>Assistant Headteacher, Headteacher</b>
<b>Liaising with:</b>	Headteacher, Academy Leadership Team, Heads of Subject, Pastoral Team, relevant staff with cross-Academy responsibilities, relevant support staff, parents and Governors and other stakeholders.
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Academic achievement and wellbeing of all students in the department.</li> <li>• Monitoring, evaluation, and review including the quality of teaching and learning across the department.</li> <li>• Assessment, recording and reporting across the department.</li> </ul>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To lead the development of PSHCE including citizenship GCSE across the school.</li> <li>• Monitoring, evaluating, and reviewing outcomes in terms of student progress.</li> <li>• To actively monitor the quality of teaching and learning taking appropriate steps to ensure high standards are achieved.</li> <li>• To liaise with the Pastoral Team as appropriate to ensure the highest levels of attendance, punctuality, and student welfare.</li> <li>• To ensure the Academy Behaviour for Learning policy is applied consistently by all staff and followed consistently by all students.</li> <li>• To lead on the development of each subject areas SEF and Improvement Plan, ensuring its successful implementation.</li> <li>• To oversee and ensure both the pastoral and academic success of all students across the department.</li> <li>• Leading on and implementation of all policies, at department level, with requisite monitoring and evaluation to ensure high quality outcomes.</li> </ul>
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead on the development of an appropriate personalised curriculum, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the subject area.</li> <li>• To ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.</li> <li>• To ensure cross curricular programmes of learning are delivered and assessed appropriately within the department.</li> </ul>

<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• To lead and encourage innovation in curriculum development by all department teaching staff.</li> <li>• To oversee the application of ICT to raise achievement across the department.</li> <li>• To monitor the quality and impact of the enrichment programmes. To be aware of wider curriculum developments across all key stages and to be proactive in raising these</li> </ul>
<b>Staffing Staff development Recruitment/Deployment of staff</b>	<ul style="list-style-type: none"> <li>• To line manage Teachers of PSHE</li> <li>• To build an effective team of motivated teaching and support staff who share the academy vision of high achievement for all students.</li> <li>• To be responsible for the performance management of staff in the department, in line with the academy performance management policy.</li> <li>• To liaise with the Headteacher on all matters concerning recruitment and retention of staff, including participation in any interview process to ensure recruitment of high-quality personnel.</li> <li>• To make sure appropriate arrangements are made for classes when staff are absent.</li> <li>• To participate in the academy ITT and NQT training and induction programmes.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure that challenging targets are set for each subject area, that these are communicated to staff and students and that all staff work positively towards them.</li> <li>• To actively participate in the monitoring evaluation and review of teaching and learning in line managed areas.</li> <li>• To complete high quality and regular monitoring, evaluation and reviews summaries as per Academy self-evaluation and review policy.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To provide the Governing Body with relevant and accurate information relating to the department's performance and development.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure all members are staff are familiar with the aims, objectives and policies of the Academy and Post 16 provision.</li> <li>• Ensure effective communication/ consultation as appropriate with the parents/carers of students.</li> <li>• To attend meetings as appropriate.</li> <li>• To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate.</li> <li>• To organise positive and meaningful department meetings half termly.</li> </ul>

<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the Academy liaison and marketing activities.</li> <li>• To lead development of effective subject links with partner schools and the community, attendance where necessary at liaison events and the effective promotion of subjects within the department at open days/evenings and other events.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, budget, and equipment effectively within the policies and procedures of the academy.</li> <li>• To work with the Academy Leadership Team to ensure that the subject areas teaching commitments are effectively and efficiently timetabled and roomed.</li> <li>• To ensure the Academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the academy's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To alert the appropriate staff problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHE and citizenship and enterprise according to academy policy.</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> <li>• To contribute to the form time character education programme.</li> </ul>

<p><b>Teaching:</b></p>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy, and academy subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high-quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> </ul>
	<ul style="list-style-type: none"> <li>• To maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and academy procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To ensure a safe working environment.</li> </ul>
<p><b>Academy Ethos</b></p>	<ul style="list-style-type: none"> <li>• To model and encourage others to uphold our CARE (Cooperation, Aspiration, Respect and Endeavour) values</li> <li>• Undertake whole Academy duties as outlined in responsibilities agreed each year.</li> <li>• Monitor and support the overall progress and development of students in faculty.</li> <li>• To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.</li> <li>• To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li> <li>• To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the Academy's corporate policies.</li> <li>• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To show a record of excellent attendance and punctuality.</li> <li>• To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li> <li>• To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.</li> </ul>
<p><b>Working time:</b></p>	<p>195 days per year. Full time.</p>

Disclosure level:

Enhanced DBS

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 be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy 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.

Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Governors. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.