

JOB DESCRIPTION

POST TITLE:	Head of Personal, Social, Health & Economic Education
RESPONSIBLE TO:	Senior Assistant Head (Pastoral & Co-Curricular)
MAIN PURPOSE OF POST:	To lead the PSHE department with drive and imagination during the next phase of its development. Up to full time, if offered alongside an academic subject required at LEH.

Personal, Social, Health & Economic Education Department at LEH

PSHE is a well-established and integral part of the school curriculum. The aims of the department are to allow pupils the opportunity to express their personal opinions and feelings, whilst encouraging them to listen to and respect the opinions and feelings of others. The study of PSHE promotes the general progress and wellbeing of individual pupils and the community of pupils and reflects the value and ethos of the School.

PSHE is currently taught throughout the Senior School through dedicated timetabled lessons and form time activities, as well as through learning in other relevant subjects which complement the programme.

The Head of Department is supported in their work by two PSHE assistant coordinators and by a number of teaching and non-teaching staff who deliver specific parts of the PSHE curriculum. Form tutors are also involved in the delivery of PSHE lessons and a wide range of outside speakers enhance the programme.

The successful candidate will be committed to high academic standards, and have a full appreciation of the importance of Personal, Social, Health and Economic Education. They will have the drive and creative flair to ensure PSHE is at the heart of our pastoral vision for LEH.

MAIN DUTIES:

- To develop and lead a creative and inspirational PSHE programme for Year 7 to Year 11 and organise its delivery.
- To have input into and support the delivery of PSHE in the sixth form.
- To liaise regularly with pupils and staff to continually review and evaluate the PSHE programme to ensure that it remains current, up-to-date and relevant to our pupils.
- To advise, support and work with the assistant coordinators of PSHE.
- To oversee the allocation of staff for all PSHE lessons.
- To be responsible for monitoring the performance and functioning of the department.
- To attend HOD meetings, curriculum and pastoral meetings as required.
- To be involved with the planning and running of the annual well-being day.
- To attend meetings of the PSHE sub-committee of the Joint Liaison Committee with Hampton School PSHE staff.
- To organise a programme of appropriate outside speakers including evening talks for parents.
- To ensure that the work of the department is in line with the school's strategic plan.
- To contribute to the school policy and development as appropriate.
- To hold regular department meetings.
- To present budget plans and to control the budget.
- To liaise with, and meet formally once a year, the appropriate subject coordinator in the Junior Department.
- To report to the Governors on departmental developments, when required.
- To keep abreast of current issues in PSHE and make programme changes as necessary.
- To be a member of the PSHE Association and attend its Annual Conference.
- To choose appropriate library books and other resources.

Safeguarding

- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

This job description will be reviewed and amended in consultation with the postholder as operational requirements change over time.

Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment via application form/ interview/lesson observation/written task
A strong academic background and a good honours degree.	✓		Application form
Qualified Teacher Status e.g. PGCE.	✓		Application form
A minimum of three years PSHE teaching in the secondary sector	✓		Application form
Up to date knowledge of PSHE developments for pupils 11-18.	✓		Application form Interview
Member of the PSHE Association		✓	Application form Interview
Previous leadership experience within a school environment		✓	Application form Interview
An empathetic, enthusiastic and well-presented person, capable of inspiring confidence in pupils, parents and staff.	✓		Interview
Ability to: work flexibly to fulfil the requirements of the post; prioritise; work calmly under pressure and respond positively to changing demands.	✓		Interview
Excellent interpersonal and communication skills with very good written and spoken English.	✓		Application form Interview
Excellent organisational and time management skills; competency in the use of ICT for administration and teaching purposes.	✓		Application form Interview Lesson observation
Ability and willingness to contribute a specialist subject required in the school.	✓		Application Interview
An understanding of the expectations, ethos and aims of a highly academic school	✓		Interview
Committed to the safeguarding and well-being of children and young people	✓		Interview

An application pack is available from the school's website www.lehs.org.uk. Applications must be made on the school's own form, to include a supporting statement, and should be sent to personnel@lehs.org.uk.

The closing date is noon on Thursday 28th February 2019

CVs will not be considered and should not be submitted.

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