



## Job Description

<b>Job Title:</b>	PSCHE and Preparing for Work Subject Leader
<b>Salary:</b>	MPS + 1 SEN Allowance
<b>Line Manager:</b>	Assistant Head/Deputy Head

This job description should be read in addition to the teacher standards, job description requirements of a main/upper scale teacher/teacher pay and conditions document.

**Purpose of Post:** To be responsible for the delivery of a named area of the curriculum at Woodlane High School. To be responsible for curriculum network support. To lead on the use of technology across the whole school.

### Specific Responsibility

1. The leadership and teaching of PSCHE at KS3 and KS4 level.
2. The teaching of English at KS3 and KS4 level.
3. The potential to teach a range of subjects at KS3 and KS4.
4. Teaching and preparing pupils for various relevant qualifications in PSCHE.
5. Leading, inspiring and supporting staff/pupils/parents in preparing pupils for work and Post 16 education.
6. Leading, managing and coordinating work experience for pupils in KS4.
7. Providing INSET to staff.
8. The delivery of extra-curricular activity.
9. Devising EHCPs and hosting Annual Review meetings.

### The leadership and teaching of PSCHE (and other subjects) at KS3 and KS4 level.

- To lead and teach PSCHE at KS3 and KS4.
- To teach English at KS3 and KS4 level.
- To potentially teach a range of subjects at KS3 and KS4.
- To devise, review and maintain appropriately differentiated schemes of work to ensure all pupils have the opportunity to experience success in PSCHE.
- To select and deliver a relevant external accreditation/qualification for pupils in KS4 PSCHE.
- To ensure the effective implementation of all school policies, in particular the school's core policies in Safeguarding and Child Protection, Promoting Positive Behaviour, Assessment, Marking, Moderation and Reporting and Teaching and Learning.
- To maintain and manage a stimulating and safe learning environment which enhances all pupils' learning opportunities.
- To lead colleagues in taking a supporting role in the pupils' pastoral development through the PSCHE curriculum e.g. through tutor times.
- To be aware of developments in PSCHE and disseminate relevant information to colleagues.
- To plan and deliver extra-curricular activities and educational visits.

### Leading, inspiring and supporting staff/pupils/parents in preparing pupils for work and Post 16 education.

- To lead, inspire and support staff/pupils/parents in preparing pupils for work.
- To lead, inspire and support staff/pupils/parents in preparing pupils for Post 16 education.
- To lead, manage and coordinate work experience for pupils in KS4.

- To provide relevant workshops for parents.
- To plan and deliver relevant theme days.
- Plan and deliver INSET and take a full part in the school's professional development programme.
- To provide support to teachers in preparing pupils for work, using coaching and mentoring as appropriate - as agreed with the senior leadership team.

### **Strengthening Community**

- To promote a positive partnership between school, parents and support agencies.
- To organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- To liaise with external agencies.
- To develop and strengthen partnerships with the wider community.
- To promote positive relationships and to work with colleagues in other schools and external agencies.
- To devise EHCPs and host Annual Review meetings.

**To carry out other associated duties commensurate with the post determined by the SMT.**