



Robert Blake School
Aspire | Achieve | Celebrate

JOB TITLE: Curriculum Team Leader of PSHE & RE

REPORTS TO: Assistant Headteacher

SALARY RANGE: Teachers' Pay Scale (Main or Upper) Plus TLR 2B

Strategic Purpose

The Leader of PSHE and RE will lead and coordinate the School's Personal Social and Health Education programme (Confidence for Life) and the Religious Studies (KS4) and Philosophy, Sociology and Religion (PSR) (KS3) programme.

Job Purpose

- Carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' in order to provide a full learning experience and support for students.
- To actively promote equality of opportunity to provide the best possible education for all its students, considering ethnicity, gender, and special educational needs, English as an additional language, disability and emotional needs that may affect learning.
- To coordinate and lead the school's overall PSHE and RE programmes.
- To ensure PSHE/RE is well planned and relevant and that all those teaching within this area have the correct resources, training and guidance to teach this effectively.
- To contribute to the School's assembly and tutorial programme.
- To be accountable for monitoring and ensuring student progress and development within these areas.
- To develop and enhance the teaching practice of others in the department.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies as determined by the governing body and the Headteacher.
- To ensure the provision of extra-curricular, enrichment and study support across the subject areas in the department.
- To have an oversight ensuring that PSHE is available to all key stages throughout the school; supporting safeguarding and other contextual issues where appropriate.
- To be accountable for leading, managing and developing PSHE across the school.
- To communicate and cooperate with individuals or bodies outside of school.
- To effectively manage and deploy teaching and support staff where needed.
- To effectively manage and deploy financial and physical resources within the department to support the designated curriculum portfolio.

Personal Responsibility

- To implement, adhere to and promote all school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- To attend and lead training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- To be an excellent role model for all members of staff and for students in all aspects of school life.
- To be an exemplar of all school policies and practices. In conjunction with the Health and Safety Manager, ensure risk assessments throughout the faculty meet national guidelines and are updated as appropriate.
- To play a full part in the life of the school community, support its ethos and encourage staff and students to follow this example. To offer guidance and support to colleagues.
- To continue personal professional development as agreed.

Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a Main Pay Scale teacher. The successful candidate must be able and willing to teach either PSHE and RE or solely PSHE.

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment, and teaching and learning strategies in the department.
- The day-to-day management, control, and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor, evaluate and follow up student attainment and progress in RE.
- To work with colleagues to formulate aims, objectives, and strategic plans for the department, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To lead and manage the planning function of the department; to ensure that the planned activities of the department reflect the needs of students within the subject areas and align with the vision of the school.

Curriculum provision and Development

- To liaise with the SLT line manager to ensure the effective delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives and School Improvement Plan.
- To be accountable for the development and delivery of the subject areas, giving specific focus to the development of the specialisms on offer.
- To lead and manage the process of curriculum development for the whole department and change to ensure the continued relevance to the needs of students, examining and awarding bodies.
- To keep abreast of national developments in the subject areas, teaching practice and methodology/pedagogy.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

- To liaise with the SLT Line manager to maintain accreditation with the relevant examination and validating bodies.
- To be accountable to the Headteacher for the examination results in the department.

Quality Assurance

- To ensure the effective operation of quality control systems.
- To develop the effectiveness of teaching and learning styles within the department.
- To contribute to the schools Appraisal and lesson observation procedures.
- To monitor and evaluate the department in line with agreed school procedures.

Managing Resources

- To be responsible for ordering, and the effective allocation and usage of equipment and materials.
- To manage the available resources of space, staff, finance, and equipment efficiently within the limits, guidelines, and procedures of the school, including deploying the department budget effectively and maintaining appropriate records.

Managing Staff

- In conjunction with the SLT Line manager ensure staff development needs are identified and appropriate training and support is provided.
- To be responsible for the efficient and effective deployment of the department's support staff.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To promote the personal and academic well-being of individual students and of the Form Tutor group.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies and encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To maintain a high standard of students' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary to enable effective learning to take place.
- To communicate and liaise effectively with parents and carers regarding the welfare of individual students after consultation with the appropriate staff and to ensure good relationships between school and home.
- To know the students in your tutor group well in order to provide the appropriate support.

Generic Accountabilities

- To comply with any reasonable request from a manager to undertake work of a similar level which is not specified in this job description.
- To be courteous to all individuals and provide a welcoming environment to visitors and telephone callers.
- Attend daily and weekly briefings/meetings, in accordance with school policy and to lead such meetings as required.
- Attend Parents Evenings and some Celebration evening events, as required.

- Contribute to whole school assemblies and support other staff with assemblies.
- Ensure that the health and safety of all students and staff is always promoted and maintained to a high standard in accordance with the school's relevant policies and procedures.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Deb Loveridge
Headteacher
December 2024