CITY OF LONDON
FREEMEN'S SCHOOL
ASHTEAD, SURREY

# Head of PSHE

## Information for prospective staff

## Department Information

PSHE has a timetable allocation for KS2-5 and in the Sixth Form is complemented within the tutorial programme. A whole school approach to PSHE is followed with the aim of fostering good relationships and promoting the wellbeing of students and teachers alike.

The PSHE schemes of work should be compliant with the Independent School Standards Regulations and the Government's guidance on Relationships and Sex Education and should reflect the aims of the Freemen's Curriculum.

The Head of PSHE coordinates the subject and associated activities, planning schemes of work, preparing lesson resources in conjunction with PSHE teaching staff, and organising whole school events and workshops for parents. They should do so in close liaison, in particular, with the Junior School Heads of Year who remain an integral influence on the direction and delivery of PSHE. It is expected the Head of PSHE would have a timetable chiefly comprising of PSHE lessons and will provide resources for other teachers to use to deliver lessons.

The department's policy is to engage all students and maximise participation regardless of ability or experience. The very nature of PSHE education demands that teachers are aware of any special circumstances that might affect a student's performance.

Special care is taken with the sensitivity of some topics for some students and possible groupings. Teachers consult the up-to-date SEND register and liaise with Heads of Year to ensure that they are well informed.

The PSHE department contributes to the teaching of citizenship and promoting fundamental British Values which is integral to the implicit and explicit teaching and learning of all departments.

PSHE Education runs throughout the school and learning in other relevant subjects (and during form time activities) complements the PSHE programme around issues such as Drug Education, Emotional Health and Wellbeing, Equal Opportunities, Online Safety and Sex and Relationships

The programme should be continually reviewed and updated to meet the needs of our students in a constantly changing world. The Head of PSHE should ensure that we respond to government guidelines, especially relating to Relationships and Sex Education, Independent Schools Inspectorate requirements (focusing on pupil achievement and pupil personal development), PSHE Association recommendations as well as our own student voice.

The Head of PSHE should liaise with the Heads of School concerning parental seminars, covering relevant topics such as online safety, drugs and alcohol.
If you have specific questions that you would like answered before deciding whether to make an application, please contact the Head of PSHE via philippa.whiteley@freemens.org

# Information about the role

## Purpose of post

We are seeking to appoint an outstanding teacher to lead this vital area of school life. The successful candidate will be required to develop and lead PSHE within the curriculum from Year 3 to Year 13 and teach the subject in Years 7 to 13.

## Reporting to Deputy Head

### Main Duties and Responsibilities: -

- Safeguard the wellbeing of the students at Freemen's, in liaison with the pastoral team.
- Effective leadership which encourages everyone in the department. to aspire to excellence.
- Model excellent practice in line with the Expectations of Staff at Freemen's.
- Ensure the department identifies and meets the different needs of the pupils, enabling every student to give the best account of themselves whilst studying in the department.
- Deliver an annual development plan reflective of the School's aims, strategic intent and department's performance which helps improve the department.
- Lead and manage staff in the department in line with School policies and ensure that teaching staff meet the Expectations of Staff at Freemen's.
- Assemble a team of teachers drawn from other departments who have the skills, pupil rapport, training and enthusiasm to deliver brilliant PSHE lessons.
- Promote a collegiate culture for teaching and learning where colleagues freely share their practice, department duties, eg, Open Evenings, and help one another to improve.
- Ensure effective communication within the department and across the School; attend meetings on behalf of the department.
- Maintain up to date SOWs that are compliant with statutory guidance and which feature stimulating, interactive and up-to-date materials.
- Liaise with the Safeguarding Co-ordinator to ensure that pupils receive the education in safeguarding topics that they need, include responding to any recent developments that present a risk.
- Liaise with parents on department matters, both verbally and in reports, with a special emphasis on flagging content in advance of it being taught.
- Draw up and seek approval for department policies as appropriate and monitor adherence to these policies.
- Liaise with the Office Manager on work set by absent staff of the department.
- Manage the department's resources, displays and classrooms effectively, in line with H&S guidelines.
- Prepare materials for marketing purposes; attend Open Mornings, Parents' Evenings, Options Evenings and other events where department representation is expected.
- You may also be required to undertake such comparable duties as the School requires from time to time.

## Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

- Reporting all accidents to the Chief Operating Officer via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.

- Informing the Chief Operating Officer of any concerns regarding Health & Safety and safe working practices.

- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

- To undertake any other duties that may reasonably be requested appropriate to the grade.

- Carrying out the normal supervision duties as laid down in School policies.

- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

## Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

# Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

## Experience required

- Staff should demonstrate a passion for, and expertise in, their subject and use that to inspire the students whom them teach. They should hold a good honours degree in a relevant subject, ideally a 2.1 or higher.
- To either, hold QTS and demonstrate a track record of success, or possess the willingness and ability become a qualified teacher.
- Someone with an awareness of, and a commitment to, the needs of young people in a school setting; someone who shares the School's commitment to promoting the welfare of and safeguarding children.
- An enthusiastic and dynamic teacher and leader, able to motivate and inspire pupils and staff to achieve the highest standards.
- Someone who can build and maintain professional relationships, striking the right balance between formal and informal channels.
- Someone with good time management skills, able to cope with the demands and life of a busy leading independent school.
- An effective communicator.
- Someone with good ICT skills and the ability to deal with the administrative routines.
- Someone who can demonstrate a love of learning and who seeks to develop their professional practice.

**Note to Applicants:**

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s).

Be as specific as possible; we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

# How to Apply

Applicants should send a completed application form and covering letter addressed to the Headmaster, to **CLFS- Recruitment@cityoflondon.gov.uk, by 9am on Wednesday 2nd December.**

**Interviews will take place at the school on Tuesday 8th December**. Candidates are asked to note that Freemen's retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS- Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freemen's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).