



PSHCE and School Council Co-ordinator

Job Description

Responsible to: Assistant Headteacher

Responsible for: Planning, managing, developing and monitoring the PSHCE curriculum
Co-ordinating School Council activities and developing students as leaders

JOB PURPOSE

To lead, manage, develop and be accountable for the pastoral and extended staff team (internal and external providers) delivering the PSHCE curriculum in order to ensure the highest possible standards of pupil personal development and well-being.

To develop opportunities to improve the range and quality of social, spiritual, moral and cultural experiences students are able to engage within and outside of the curriculum.

To work with all key stakeholders to ensure that the Lasallian ethos of the school is pervaded by a spirit of tolerance, empathy and understanding of diversity.

To co-ordinate all School Council activities and develop students as leaders.

To develop and promote a culturally rich and vibrant learning community.

To ensure that students:

- Learn about British values through lessons on their rights, responsibilities, duties and freedoms about laws, justice and democracy
- Explore diverse beliefs, cultures and identities and the values we share as UK and global citizens
- Are encouraged to take part in decision making and different forms of action
- Seek opportunities to develop Lasallian ethos

DIMENSIONS

The post holder will be responsible for the following:

- The strategic direction and development of the content within PSHCE
- Teaching and learning
- Leading and managing staff
- Pupil involvement/progress
- The efficient and effective deployment of staff and resources
- The co-ordination of all School Council activities

ACCOUNTABILITIES

The post holder will be accountable for the strategic direction and development of PSHCE.

The post holder will be expected to:

- ensure that the culture, policies and practices follow and contribute to those of the school
- embed and manage the PSHCE curriculum, providing resources for colleagues
- contribute to a whole-school culture and climate which enable staff and pupils to develop and maintain positive attitudes towards the subject

- keep up to date with national developments in the subject area and teaching practice and methodology
- ensure that all staff have:
 - an understanding of how citizens can influence decision-making through the democratic process
 - an understanding that the freedom to hold other faiths and beliefs is protected in law
 - an acceptance that people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour
 - an understanding of the importance of identifying and combatting discrimination

Teaching and learning

- To lead be responsible for the creation, consistent implementation, and improvement of courses/schemes of work which meet school and national requirements, and are accessible to and provide suitable challenges for all students
- To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments
- To ensure all staff deliver PSHCE consistently, effectively and confidently

Leading and managing staff

- Build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice
- Ensure that the SLT and governing body are kept informed of key areas of responsibility
- To take account of, and respond to feedback sought from pupils, parents and the wider community
- Have a visible and positive profile across the school community
- To monitor the performance of staff delivering PSHCE sessions and work with the pastoral teams to take responsibility for any necessary action arising
- To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented

Pupil progress and standards of achievement

- To work with the pastoral team to promote, manage and be responsible for high standards of pupil behaviour
- To implement creatively the school's systems for rewarding good pupil performance and to ensure all staff use them effectively
- To ensure effective communication with parents/carers where appropriate

The efficient and effective deployment of staff and resources

- To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence
- To actively encourage form tutors to provide a stimulating environment, including maintaining the content of displays that promote interest and learning
- To manage the PSHCE budget in line with Financial Regulations and Procedures

School Council

- To arrange and facilitate regular School Council meetings, supporting students to plan agendas, manage meetings and have productive discussions
- To ensure that the School Council is inclusive and accessible to all pupils
- To co-ordinate wider School Council activities, including involvement in the St Helens Youth Council
- To develop pupils' skills and abilities as leaders
- To provide feedback from School Council meetings to SLT and governors

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Person Specification

Quality of the Successful Candidate	Essential	Desirable
Well-qualified with a an appropriate degree, QTS and good ICT skills	✓	
Proven track record of efficiency and effectiveness appropriate to a post holder.	✓	
A proven and successful track record of teaching the full age and ability range up to GCSE.	✓	
Excellent organisational skills.	✓	
Highly motivated, with a strong desire to work hard and contribute to the development of the department, or area and the wider life of the school.	✓	
A creative thinker, able to work independently.	✓	
Supportive of colleagues, a mind that is open to learn and an ability to work as part of a team.	✓	
Committed to the promotion of active and enjoyable teaching and learning at De La Salle.	✓	
Committed to the philosophy of comprehensive education and supportive of the Lasallian ethos of the school.	✓	
Good organisation and communication skills and rigorous in his/ her pursuit of high standards of professionalism.	✓	
A Catholic teacher.		✓