



## **Tolworth Girls' School & Sixth Form**

### **Job Description**

**Post:** PSHE Coordinator

**Responsible to:** Deputy Headteacher

**Salary:** TLR 10 (£2360pa)

An integral part of student development at Tolworth Girls' School & Sixth Form is our personal development curriculum (PSHE) which is delivered through both the pastoral and academic curriculum.

Our curriculum places a strong emphasis on promoting positive values and encourages students to develop awareness about themselves and others, as well as the world we live in.

The post holder will play a key role in developing and promoting PSHE throughout the school, supporting all stakeholders to ensure PSHE remains an outstanding feature of the school curriculum.

#### **Main Tasks / Actions:**

- To oversee the whole school PSHE curriculum, contributing to a whole-school culture and climate which enables staff and pupils to develop and maintain positive attitudes towards the subject.
- To plan and deliver effective high quality learning experiences for all students.
- To monitor the delivery of both the academic and pastoral curriculum, ensuring consistency in delivery, including: PSHE lessons, year 7 Oracy Curriculum & Year 10 Life Curriculum.
- To develop all staff to be confident in the delivery of PSHE topics, through training and support.
- To work with the pastoral team to ensure the content is relevant to each year group, addressing specific needs as they arise.
- To ensure resources are up to date and accessible.
- To adopt the Tolworth ABC values and embed this into the curriculum.
- To develop links with outside speakers / companies / charities to support the delivery of appropriate content.
- To develop the use of whole school curriculum days in line with the school development plan.
- To develop a system for effectively monitoring and assessing student progress in PSHE.
- To remain up to date on key policy updates and changes in relation to PSHE.



## PSHE Coordinator

### Person Specification

<b>Qualifications and training</b>
<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Successful teaching experience</li><li>• Evidence of professional development relevant to this role</li></ul>
<b>Skills and knowledge</b>
<ul style="list-style-type: none"><li>• Good knowledge of legislation and guidance on curriculum requirements</li><li>• Outstanding classroom practice, constantly showing a positive and resilient approach to students and staff</li><li>• Excellent communication and organisational skills</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how students learn</li><li>• Ability to adapt teaching to meet students' needs</li><li>• Ability to build effective working relationships with students</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good IT skills, including previous use of Arbor, CPOMS, and Microsoft applications</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships with staff and other stakeholders</li></ul>
<b>Personal qualities</b>
<ul style="list-style-type: none"><li>• High expectations for all students and belief in bringing out the best in all</li><li>• Commitment to upholding and promoting the ethos and values of the school</li><li>• Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to equality</li></ul>