



KING EDWARD VI HANDSWORTH SCHOOL

FOR GIRLS

JOB DESCRIPTION

Assistant Associate Headteacher with responsibility for PSHE and Careers provision

Grade:

Hours:

Responsible to:

- Leadership 9
- Permanent, full time. The successful candidate would be expected to teach approximately 36 periods of PSHE across all key stages over a two-week 60 period timetable alongside responsibilities as a member of the School Leadership Team.
- Deputy Head (Character Education & Personal Development)

Main Purpose:

- Provide strategic leadership of an inclusive PSHE and Careers programme that meets the needs of all students and supports informed transitions into education, training and employment.
- Use context-specific data, including student voice, destination data and local labour market information, to inform the planning, delivery and evaluation of the PSHE and Careers curriculum.
- To plan, implement and evaluate a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.
- To support and guide students to make informed decisions, incorporating all statutory requirements thus helping students manage the next steps in their academic journey.
- To organise internal events that promote careers and signpost a range of careers opportunities at each key stage.

Key Roles: PSHE RSE

- Plan and co-ordinate the School's PSHE programme, ensuring that the School meets its statutory requirements for PSHE and RSE delivery.
- To plan and lead staff training
- Develop engaging lesson plans, resources, and teaching materials to support effective PSHE delivery
- Provide training and support to PSHE Staff in the delivery of PSHE topics
- To work with the Heads of Year, Pastoral and Sixth Form Teams to ensure content is relevant to each year group, addressing specific needs as they arise
- To ensure resources are up to date and accessible
- To develop links with external providers
- Establish and maintain positive relationships with parents, carers, and the wider community, keeping them informed about the school's PSHE and RSE curriculum and initiatives
- Lead and coordinate parental consultation and engagement in relation to PSHE and RSE provision, ensuring parents and carers are appropriately informed and supported.
- To remain up to date on key policy updates and changes in relation to PSHE and RSE including its significance in the renewed Ofsted framework.
- Lead the writing, review and updating of PSHE and RSE policies to ensure they remain up to date and fully compliant with statutory guidance.
- To provide colleagues with relevant training on the latest PSHE and RSE developments
- To liaise with colleagues to evaluate and review the effectiveness of PSHE and RSE provision across the school.
- Provide reports on PSHE and RSE provision to the Governors and to have oversight
- Use student voice and quality assurance processes to evaluate the impact of PSHE teaching and inform continuous improvement.

	<ul style="list-style-type: none"> Quality assure the use of external visitors contributing to PSHE, ensuring contributions are safe, appropriate and aligned with the school's curriculum and values.
Key Roles: Careers	<ul style="list-style-type: none"> Meet regularly with the Deputy Head, the schools' Enterprise Co-ordinator and attend meetings of the Birmingham Careers Network. Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks Reporting to senior leaders and governors Plan the school's Careers Programme - including careers lessons as part of PSHE. Co-ordinate a 'KEVIHS Speaker Programme' which offer students regular exposure to role-model with varied experience, Plan for, track and evaluate the delivery of careers guidance across the Gatsby Benchmarks. Ensure the Careers programme meets all eight Gatsby Benchmarks, using evaluation tools such as Compass Plus to monitor impact and inform improvement. Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities. Maintain and grow a network of alumnae who can help with the school's careers programme. To manage a schedule of 1:1 and small group careers guidance interviews for all students in Year 11 and 13, those with EHCPs (Year 9 upwards) and other targeted students in Years 10-13. Ensure that all departments identify and deliver careers learning in their schemes of work. To design a monthly Careers overview in the Headteachers newsletter which provides information for students, parents and carers related to careers activities, opportunities and LMI. Support students in their transitions between Key Stages and offer support to the Sixth Form Team during periods of transition. Coordinate careers advice for students after the publication of A Level and GCSE results. Coordinate the annual Year 10 and Year 12 Work experience weeks. Seek advice, as appropriate, regarding specialist assessments. Contact employers during the placement to check on students. Lead and support high-quality guidance on apprenticeship and technical pathways, ensuring parity of esteem with academic routes. To organise the Year 10 Mock Interview Day. Establish and develop links with further education colleges, apprenticeship providers and universities, university technical colleges and other training providers. Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website. Use Compass+ to manage, track and report on the school's careers provision. Maintain destination records of all students. To lead on the organisation of the annual KEVIHS Careers Event starting in March of each year. Identify and invite alumnae speakers from industry/colleges/universities to deliver careers talks in our KEVIHS Speakers Programme. Keep abreast of national changes to Careers Education and Guidance. Work with the DH link for careers to create, monitor and evaluate the strategic plan for careers. To support and be part of all internal and external inspections as required. Maintain accurate and up-to-date records of student careers activity, guidance and destinations, in line with statutory requirements.

	<ul style="list-style-type: none"> • Use Compass Plus and destination data to inform targeted careers interventions and strategic planning. • Ensure careers provision is inclusive, including appropriate support for SEND students and those requiring personalised guidance. • Act as budget holder for PSHE and Careers, planning, managing and monitoring expenditure to ensure effective and sustainable use of resources. <p>Undertake any training required for the role to ensure continued professional competence and compliance with national expectations.</p>
Generic Responsibilities	<ul style="list-style-type: none"> • All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites. • All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff. • Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety. • All staff must know what to do in the event of the fire alarm sounding. • All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer. • All staff are required to follow all agreed school policies and procedures. • Staff should at all times set an example of personal integrity and professionalism. • Staff should be aware of and support differences to help ensure everyone has equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background. • Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans. • Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team. • Staff should attend and participate in meetings as required.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headteacher, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Headteacher..... Signed Date

Post Holder..... Signed Date