

TONBRIDGE GRAMMAR SCHOOL PROFILE

<p>Job Title:</p> <p>Post Holder</p> <p>Line manager:</p> <p>Pay and Conditions</p>	<p>Careers and PSHE Leader</p> <p>Deputy Head Teacher</p> <p>Part-time (4 days per week)</p> <p>Term time (39 weeks including Academy Days) Hours 26 hours per week 8.30am – 4.00pm including one hour lunch break.</p> <p>TGS Band 6 pt 21-24 £29,167-£32,170 FTE (£17,530 to £19,335 actual)</p>
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Job Purpose

- To take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance
- To take responsibility for the leadership and management of PSHE and RSE

Key Areas of Impact

Careers:

- Prepare and implement a careers guidance development plan
- Lead the careers provision for Years 7-13 including supporting Form Tutors, the Higher Education co-ordinator, external partners and any other staff members who deliver careers guidance
- Engage with relevant subject leaders to plan their contribution to careers guidance
- Maintain the provider access programme for Years 8-13 by establishing and developing links with further education colleges, apprenticeship providers, technical colleges and universities (working closely with the Higher Education Co-ordinator)
- Develop a varied outside speaker programme.
- Maintain and develop an online CIAG area for students, staff and parents, liaising with the librarian
- Co-ordinate the impartial advice and guidance sessions delivered by external partners
- Understand the impacts of changing education landscapes for careers guidance and labour market information
- Co-ordinate work experience programmes
- Planning and delivering whole school IAG events including the Careers Fair
- To liaise with the SENCO and Pupil Premium co-ordinator to ensure any necessary additional opportunities and support is provided for particular individuals
- Ensure regular communication about the careers programme with parents and carers
- Liaise with the Higher Education Co-ordinator in maintaining information relating to leavers' destinations
- Establish and develop links with employers and work experience providers
- Co-ordinate the service level agreement with the local authority (LA) as appropriate

- Work with external organisations and external careers guidance services where appropriate
- Liaise with careers leaders in other schools and share best practice
- Liaise with the School Development Officer to maintain and grow a network of alumni who can help with the School's careers programme
- Ensure compliance with the School's legal requirements to provide independent careers guidance and publish the relevant information on the School's website
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks in liaison with the local authority Careers and Enterprise Advisor
- Review and evaluate careers guidance and provide information for school evaluation processes and school development planning
- Provide reports on careers provision to Strategy Group and Trustees

PSHE:

- Plan and co-ordinate the School's PSHE programme, ensuring that the School meets its statutory requirements for PSHE and RSE delivery
- Develop engaging lesson plans, resources, and teaching materials to support effective PSHE delivery
- Provide training and support to Form Tutors in the delivery of PSHE topics
- To work with the Wellbeing Team, Mental Health Co-ordinator and Curriculum Directors (Y7-11) and Directors of Sixth Form 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
- Planning PSHE days and external speakers
- 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
- To remain up to date on key policy updates and changes in relation to PSHE and RSE
- To liaise with Curriculum Directors (Y7-11) and Directors of Sixth Form, Mental Health Co-ordinator and Safeguarding Officer to monitor, evaluate and review the effectiveness of PSHE and RSE provision across the School
- Provide reports on PSHE and RSE provision to Strategy Group and Trustees

Knowledge & Skills:

- Statutory duties and compliance relating to 11-18 careers provision and PSHE
- Experience of providing IAG to pupils aged 11- 18 in a relevant environment
- Understanding of the Gatsby Benchmarks and how schools can implement them
- Up to date knowledge of local labour market

Additional Duties:

- To play a full part in the life of the school community, to support the school ethos and to encourage staff and students to follow this example
- To actively promote school policies
- To set a high personal standard of dress in the way of formal business attire and enforce uniform and dress code in line with school policy
- To commit to wider professional development in support of the School vision
- To actively engage in the staff appraisal and development process
- To undertake any other duty as specified by the Head Teacher not mentioned in the above

Personal Qualities:

- Proven ability to relate well to young people
- Discretion and integrity
- Adaptability and initiative
- Ability to work as part of a team and collaborate with others
- Excellent communication and interpersonal skills
- A positive, energetic and enthusiastic outlook
- Patience, understanding and empathy with pupils and parents
- Ability to work to deadlines and anticipate and pre-plan workloads
- Ability to be accurate and methodical

Technical Skill Requirements:

- ICT literate

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Head Teacher.....

Signed by Post Holder.....