



## Subject Lead for PSHE Job Pack

**Subject Lead for PSHE  
required from September 2020**

**TLR available for an appropriately  
qualified and experienced practitioner**

**Full-time Permanent Contract**

**Salary dependent on experience**

***Closing date - Tuesday 28th January 2020 at 9am***







**Are you a PSHE Teacher who wants to teach.....**

- in a school that teaches Geography, History, RE and PSHE separately?
- in a school that has an average class size of 26?
- where there are good facilities and a strong Humanities team of teachers?
- in an Ofsted 'good' school?
- in a school that consistently gets good results and has high aspirations?
- in an all girls environment up to KS4?

**.....then this job vacancy is for you.**



January 2020

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding in the field of PSHE.

Teaching morale in the school is high as we are all working to the same vision namely: ***'that all girls will make above expected progress in all subjects at all levels'***

We have a culture of quality first teaching and high aspirations, which we use to show our girls that they can achieve. We believe all lessons should challenge, support and inspire girls to learn and be curious. The successful candidate must be able to support those who find the subject difficult whilst stretching the more able.

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn with very little disruption.

Some of our girls choose to come to us having passed the Dartford selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent and you will be an integral part of the team as a tutor.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving Team of incredible practitioners and will have the chance to teach across all Key Stages.

I look forward to receiving your application.

Yours sincerely

*Anne Davis*

Anne Davis  
Principal



## OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

## THE ROLE

We are looking for a passionate, reliable, inquisitive Subject Lead for PSHE who can see the infinite possibilities in all our girls, no matter what their current skill level.

Geography, History, RE and PSHE are taught across Key Stages 3 and 4 at DSTC. Candidates must be able to teach PSHE at Key Stages 3 and 4.

## WHAT WE CAN OFFER YOU

Salary dependent on experience. A TLR is available for an appropriately qualified and experienced practitioner.

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme
- Induction programme
- CPD days and a choice of CPD pathways
- Faculty Mentor if needed

## HOW TO APPLY

Applications can be made online through Kent Teach or by completing an application form which can be found on our website.

Applications by CV are not accepted.

Closing date for applications: **Tuesday 28th January 2020 at 9am.**

Interviews will be held during the week beginning 3rd February 2020.

*DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

## HOW TO CONTACT US

Dartford Science and Technology College  
Heath Lane, Dartford, Kent DA1 2LY  
Tel: 01322 224309 [www.dstc.kent.sch.uk](http://www.dstc.kent.sch.uk)

If you would like any further information please contact Lucy Jarvis on 01322 224309 or by email to [lucy.jarvis@dstc.kent.sch.uk](mailto:lucy.jarvis@dstc.kent.sch.uk)



## **JOB DESCRIPTION**

**Post Held:** Subject Lead for PSHE

**Responsible to:** Vice Principal, Pastoral

### **CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC TEACHING STAFF**

- To meet the Teachers' Standards Part One and Two.
- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
  - ◊ To be committed to safeguarding and promoting the welfare of all young people.
  - ◊ To undertake annual safeguarding training.
  - ◊ To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
  - ◊ To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
  - ◊ To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

### **KEY DUTIES AND RESPONSIBILITIES FOR ALL SUBJECT LEADS:**

Duties and responsibilities as per the Teacher Job Description.

#### **Strategic Leadership**

- To be responsible for results within your subject.
- To lead by example and be an inspirational and motivational role model for staff and students.
- To support the development of staff in all aspects of their role, including contributing to Continuing Professional Development (CPD) and delivering CPD as appropriate.
- To demonstrate and share enthusiasm for the subject you lead.
- To continually improve educational standards in your subject.
- To monitor and evaluate curriculum, teaching and learning and progress data for your subject.
- To update your line manager and the Principal regarding innovation in curriculum areas that you lead.
- To keep up-to-date with curriculum and pedagogical development within the subject area.
- To effectively and efficiently manage any subject budget to ensure best value for money.
- To promote visits and trips within your subject area.

#### **Achievement and Standards**

- To be responsible for raising attainment and progress in your subject area.
- To quality assure data within your subject area and ensure that it is used to improve the progress of every student.
- To complete an analysis of attainment and progress data each term for all year groups.
- To ensure that all subject staff follow the College Marking Policy in order to maximise progress.
- To ensure that appropriate procedures are in place to moderate teacher assessments and student work.
- To recognise and reward students who are making good progress through the DSTC Star reward system.
- To work alongside the Raising Standards Leaders to support interventions for students who are underachieving.
- To support College strategies to ensure high standards of behaviour within lessons and around the College, offering support to colleagues where needed.

## **Teaching and Learning**

- To be responsible for the planning, monitoring and evaluation of learning within the subject you lead eg lesson observations, learning walks, student voice and work scrutiny.
- To be responsible for the level of challenge in lessons and across your subject in order that all students make at least expected progress.
- To ensure that all staff across the subject are providing personalised strategies and differentiated tasks in lessons in order that all students make at least expected progress.
- To ensure that subject training supports the learning priorities within the subject.
- To ensure that cover work set by absent staff is appropriate.
- To effectively manage resources across your subject area.
- To collaborate with other professionals and agencies to improve outcomes within your subject area.
- To be responsible for the physical environment including displays in classrooms and corridors within your subject area.
- To ensure that appropriate homework is set and assessed within your subject area.

## **Curriculum**

- To be responsible for the overview and co-ordination of all assessment, moderation, recording and reporting in your subject area.
- To ensure that curriculum plans for all key stages are differentiated to meet the needs of all learners.
- To regularly review schemes of learning to ensure that they are relevant and up-to-date.
- To ensure that curriculum plans take into account students' Social, Moral, Spiritual and Cultural development.
- To embed the Co-operative and British Values into the curriculum.
- To liaise with the Examinations Officer to ensure that accurate, timely and appropriate entries for all public examinations are made.
- To prepare information and guidance materials to help families support their child's learning.

## **Leading and Managing Staff**

- To promote teamwork and motivate staff to ensure effective working relationships.
- To be proactive in the recruitment of new staff and to participate in the interview process.
- To support the induction of new staff within your subject area.
- To participate in the support of trainee teachers within your subject area.
- To be responsible for the Performance Management of the staff within your subject as allocated.
- To take pride in the achievements of staff within your subject area.
- To participate in meetings at the College which relate to curriculum, administration or organisation of the College.
- To responsibly use directed time for support and training.

*This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.*