



## JOB DESCRIPTION

<b>Job Title:</b>	Head of Wellbeing (Curriculum)	<b>Department:</b>	PSHE (THRIVE)
<b>Hours of Work:</b>	Full time with an allocation of 2 periods a fortnight. Teaching THRIVE may be combined with teaching in another department.		
<b>Responsible To:</b>	Senior Deputy Head	<b>Responsible For:</b>	PSHE/RSE and Life Skills

### A Summary of the Role:

We are looking for an outstanding Head of Department with a passion for modern wellbeing education. The post will suit a well-qualified teacher, committed to delivering an exceptional learning experience for every pupil and leading a high-profile department in the school. At Woldingham, we teach the skills and knowledge girls need to be happy, healthy and constructive members of society through our THRIVE programme, which encompasses PSHE, RSE and Life Skills.

The Department consists of a small team of highly committed teachers who work with a focus on equipping students at every stage with a strong knowledge base and the ability to evaluate as wide a range of perspectives as possible. We continually encourage independent thought and reflection. In combination with our successful Coaching; Empowered Learning; Leadership and IT programmes, THRIVE is founded on our Sacred Heart values, cultivating confidence, courage and compassion in girls and young women that will last for their whole lives.

Although there are no formal examinations in wellbeing, which tends to be 'tested' by life, the Head of Wellbeing (Curriculum) continually monitors and evaluates the effectiveness of THRIVE, reacting quickly to events in the news and to the needs of the students as they grow up in the modern world.

As Head of Wellbeing (Curriculum), you will be responsible for devising age-appropriate schemes of work for each Key Stage to ensure an effective and cumulative programme for wellbeing education. As the lead subject specialist, you will also deliver these lessons, alongside other dedicated subject specialists.

You will attend Heads of Department meetings and liaise with other academic and extra-curricular leaders to ensure that RSE, PSHE, including the teaching of British Values and the values of the Sacred Heart are present in all teaching and learning at Woldingham.

THRIVE is delivered in two key ways in Years 7-11, with one element present in each week of our fortnightly timetable. These are: 1) a PSHE lesson, taught by subject specialists in small sets, and 2) a year group session, delivered variously by Heads of Year, form tutors, other teachers with special expertise, or external experts.

As Head of Wellbeing (Curriculum) you will be responsible for researching and booking suitable external speakers, organising the logistical aspects of the delivery of this part of the programme in line with our Visiting Speaker Policy, and overseeing workshops. Where sessions are in-house with form tutors, you will ensure material is disseminated to HOYs in good time to ensure tutors are able to successfully deliver the content to students.

Students in the Sixth Form currently have one THRIVE session per fortnight. You will have responsibility for overseeing the delivery and effectiveness of the curriculum at Key Stage 5, which is currently taught by the Sixth Form team. Within this structure, planned in discussion with the Head of Wellbeing (Curriculum), Sixth Form

students also have opportunities for regular exploration of THRIVE ideas and skills in smaller groups and across the curriculum.

At regular points throughout the year the timetable may be collapsed to make way for 'drop down' days for wellbeing education and more sustained reflection. You will work with the Senior Deputy Head, the Heads of Year and the Chaplain to plan and manage these occasions.

**This job description includes:**

- (1) The five personal skills expected of any Head of Department at Woldingham.
- (2) The seven objectives that a Head of Department uses to inform their working life.
- (3) The specific responsibilities that fall under each of these seven objectives.

This job description provides a *guide to and general description of* the duties and responsibilities of the Head of Department. It is not intended to be wholly definitive, as the detailed demands of particular departments, and the duties of the Head of Department can change over time.

**Specific Responsibilities:**

(1) QUALITY ASSURANCE: To secure and maintain high standards of teaching and learning in the subject. To ensure that the quality of the educational experience provided within the department for all pupils, regardless of ability, serves as a positive advertisement for Woldingham School.

(2) PUPIL ASSESSMENT AND MONITORING: To establish maintain and review practices for the close monitoring of every individual pupil's progress.

(3) LEADERSHIP OF STAFF: To support, guide and motivate teachers across all departments and in the extra-curricular, informing them of up-to-date best practice in PSHE and related wellbeing matters. To work closely with the School Leadership Team (SLT) to identify, anticipate and resolve any problems affecting the morale of the staff in the department and their ability to perform their jobs to a high standard. To take an ongoing interest in the professional development of all staff in the department. To help HOYs work with tutors to effectively deliver wellbeing material in tutorial sessions in groups and one to ones.

(4) EFFECTIVE STRATEGIC THINKING: To continually evaluate the effectiveness of teaching and learning practices, schemes of work, qualifications and courses on offer in order to ensure that pupils are always being provided with the best learning opportunities available. To identify and anticipate needs in the subject and consider these in relation to the overall needs of the school.

(5) RESOURCE MANAGEMENT: To ensure that human and other resources within and outside the department are always employed to maximum positive effect. There are several parts of THRIVE that may be delivered in workshops or by visiting experts. You will plan, book and budget for these sessions as well as oversee their delivery in school.

(6) MARKETING AND PUBLIC RELATIONS: To work closely with SLT and the Marketing Department to advertise the strengths and achievements of the department and the school's wellbeing programme.

(7) CONTRIBUTING TO WHOLE SCHOOL LIFE: To share in all aspects of school life. All staff are expected to contribute to the extra-curricular programme at Woldingham.

#### Under Objective 1

- To hold regular fortnightly department meetings which include routine sharing of good practice and resources.
- To clearly communicate the teaching and learning standards and objectives of your department and the whole school to members of staff under your leadership.
- To promote and foster academic excellence and a love of learning beyond the curriculum.
- To develop an atmosphere of mutual trust and the open sharing of ideas within groups of students and staff.
- To carry out a regular annual calendar of quality assurance activities.
- To respond to concerns regarding any aspect of the teaching of a member of department with swift, effective and fair quality assurance activities.
- To ensure that the appropriate members of SLT are kept promptly and fully informed of any serious quality assurance concerns.
- To ensure that students across the ability range are able to access the knowledge and skills they need.

#### Under objective 2

- To work with the Senior Deputy Head to measure and monitor the effectiveness of THRIVE through a variety of methods, responding to learning needs swiftly and purposefully.

#### Under objective 3

- To ensure that all the staff under your leadership – particularly those who are new to the school – know what is expected of them.
- To ensure that any new members of your department know where to access all the information they need, and are closely monitored and supported during their initial months.
- To support staff who are facing a challenge in a particular area of their teaching with a professional blend of firm direction and emotional support.
- To get to know the particular strengths and interests of your staff and to ensure that these are recognised, employed and developed.
- To ensure that staff CPD is a part of your annual cycle of quality assurance. To have a clear record of which INSETS and CPD opportunities your staff are attending.
- To take responsibility for, and work with SLT to successfully intervene in, any tensions that arise among the staff under your leadership.

#### Under objective 4

- To continually review the effectiveness of all of the following:
  - Departmental SoWs for each year group.
  - Departmental trips, visiting speakers and other such enrichment activities.
  - Technologies, textbooks and all other non-human resources used by the department.
  - Teaching practices employed within the department.
- To communicate any proposed strategic changes to the appropriate members of SLT in a clear and concise fashion that sets out the advantages, costs and risks of any proposed change.
- To be open to new technologies and teaching practices that are proposed by others, whether from within or outside your department.
- To make use of student-voice when undertaking strategic reviews.

#### Under objective 5

- To nurture the staff under your leadership as laid down under objective 3.
- To review physical resources as laid down under objective 4.
- There are several parts of THRIVE that may be best delivered in workshops or by visiting experts. You will plan, book and manage the budget for these sessions as well as oversee their delivery in school.
- To ensure that, as far as possible within whole-school timetabling constraints, the departmental timetable is employing all staff where their particular strengths and enthusiasms will have the most positive impact.

- To anticipate future resource needs (whether staffing or non-human) as accurately and early as possible, so as to aid whole-school recruitment and budgetary processes and help ensure that your needs can be effectively met by SLT.

#### Under objective 6

- To ensure that the profile of your subject is sufficiently prominent, both within and beyond the school.
- To promote the links between THRIVE and other areas of students' lives, including academic learning.
- To ensure that your department contributes fully to the positive image of the school on occasions such as Open Days - through careful preparation of the staff under your leadership, of physical displays and resources and of any activities on offer to visitors.
- To ensure that all requests for the updating of course booklets and other materials for existing and prospective parents are responded to with due care and attention and carried out to-deadline.
- To ensure that any communications from parents (whether direct to you or passed on from Heads of Year or SLT) are dealt with in a prompt and thorough manner.

#### Under objective 7

- To communicate with SLT regarding whole school developments or procedures in a way that is honest but constructive.
- To be sensitive to whole-school perspectives when engaged in dialogue concerning allocation of time or physical resources for your department.
- To take a leading role in whole-staff sharing of wellbeing ideas and initiatives. To encourage the staff under your leadership to do the same.
- To undertake any additional duties, as laid down by school policies (e.g. study supervision) or as reasonably requested by the Head.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>Experienced teacher with a proven track record of success, with the ability and vision to lead a busy and forward-looking Department</li> <li>An affinity with the Sacred Heart values and a desire to promote girls' wellbeing, in and out of school, through these values.</li> <li>A well-qualified and experienced graduate in any subject.</li> <li>Excellent, current knowledge and empathy for the challenges and opportunities young people meet, especially girls.</li> <li>Excellent understanding of the tools with which educators can equip students to encourage resilience, reflection and compassion.</li> <li>a commitment to communicating this knowledge with enthusiasm through dynamic teaching</li> <li>Ongoing interest in developments in your subject area and the vision and willingness to innovate and improve the school's offering</li> <li>A willingness to contribute to enrichment provision.</li> <li>Excellent time management skills</li> <li>Fluent and accurate written and spoken English</li> <li>Excellent ICT Skills</li> </ul>	<ul style="list-style-type: none"> <li>The ability to teach any other school subject or discipline.</li> <li>Experience of teaching PSHE/RSE and Life Skills.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>A good communicator who is able to inspire confidence.</li> <li>The ability to communicate effectively with a range of staff, pupils and parents.</li> <li>The ability to defuse potentially difficult communication problems and to tackle potentially tricky topics in constructive ways.</li> <li>An ability to engage warmly and professionally with students</li> <li>The ability to solve problems and make decisions. The ability to anticipate problems. The ability to place your decision-making within the wider context of whole-school needs</li> <li>A calm and confident presence in the classroom or lecture theatre</li> <li>Excellent organisational skills</li> <li>The ability to work as part of a team in a busy department</li> </ul>	<ul style="list-style-type: none"> <li>Creativity for developing the department</li> </ul>

<ul style="list-style-type: none"> <li>• A willingness to be generous with time committed to school, recognising that ours is a school that never closes during term time and the work continues after the final bell of the day has rung</li> <li>• The ability to plan time effectively, organise oneself well and balance strategic development with response to day-to-day events</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community</li> <li>• Committed to the Sacred Heart Values</li> <li>• Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	
<b>Leadership and Management</b>	
<ul style="list-style-type: none"> <li>• An ability to communicate enthusiasm and vision to staff and pupils</li> <li>• The ability to lead and manage people to work towards a common goal.</li> <li>• The ability to blend firmness, patience and empathy when dealing with difficult situations.</li> <li>• The ability to show an interest in the welfare, happiness and professional development of those under your leadership.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of a leadership role</li> </ul>