

Job Description: Director of Citizenships & PSHE

Reporting to:	Assistant Principal (Personal Development)
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Pay Scale: L1 - L5

The Role

As Director of Personal Development, you will lead, develop and manage the effective delivery of an outstanding team, which enables the highest level of student learning of content which enables them to keep safe inside and outside of school. You will lead the professional community of Personal Development teachers and GCSE Citizenship teachers to support and promote outstanding teaching and learning within a nurturing and rigorous environment.

In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Key Responsibilities

Leadership and Management

- Lead, develop and line manage the Personal Development Faculty.
- Monitor, evaluate and continually improve the quality of Intellectual Preparation, support and assessment in the Personal Development Faculty.
- Lead behaviour management in the faculty, securing strong routines for learning, consistent with the academy's policy, and liaising with staff and parents when necessary
- Develop strong partnerships and ensure regular communication with multi-agencies, parents and carers.
- Develop strong partnerships and ensure regular internal communication with internal stakeholders: behaviour, safeguarding and attendance to ensure that the curriculum is responsive to needs as they arise while covering statutory content.

Improving Teaching & Learning

- Excellent practitioner in supporting students' Personal Development (PSHE, RSHE, SMSC, Citizenship, British Values).
- Model outstanding support and lead collaborative planning and development, including the sharing of resources and best practice within the faculty
- Be responsible for tracking student progress across the faculty, analysing all relevant data to make data-driven changes to intervention strategies and using the data to monitor the performance of one-to-one support.
- Be accountable for student progress, measured through what students know and can recall, together with a positive contribution towards improving behaviour and attendance data to be in line with national expectations.
- Monitor the work of the faculty through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback

- Lead joint practice development across the faculty subject teams, ensuring that outstanding practice is shared with all staff in the faculty and the wider school
- Plan, deliver, monitor and evaluate the provision and enrichment for all pupil groups within the faculty and the individual subject disciplines of Personal Development and Citizenship.
- Monitor the identification of, and provision for, students with individual needs, and develop individual intervention and support strategies.
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community
- Collaborate with Personal Development Leads to ensure effective planning and delivery of intervention and enrichment groups to further embed a culture of personal development.
- Leadership of GCSE Citizenship course.
- Support the strategic leader for Reading to ensure the effective implementation of Reading Signature Strategies as a key approach to teaching key content
- Ensure that all statutory content is tracked and clearly identified.

Other

- Be a form tutor
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Support the pastoral responsibilities of a teacher at the academy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Director of Citizenships & PSHE

Qualification Criteria

- Qualified to degree level and beyond
- Qualified to teach and work in the UK.

Knowledge, Skills and Experience

- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating Learning Journeys in PSHE, RSHE, Citizenship, British Values and SMSC
- Experience of improving the quality of teaching and learning
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Experience of interpreting complex student knowledge based data to drive lesson planning and student progress
- Mastery of and enthusiasm for your subject.
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.