

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post:	Head of Citizenship and Careers
Scale:	UPS / MPR + TLR2 (£4,442 for 17-18)
Responsible to:	Deputy Head (Academic)
Start Date:	September 2018

The Role

To provide inspirational leadership of the Citizenship and Careers Department and the effective delivery of an outstanding Citizenship and PSHE curriculum. To develop and implement an effective strategy for providing comprehensive careers advice to students from year 8 upwards, ensuring that all students are equipped to face the demands and challenges of life beyond school to become active citizens of the 21st century.

All pupils in years 7-11 have one core Citizenship lesson per week, through which Citizenship, Career and PSHE guidance is delivered. The School also offers pupils the opportunity to study Citizenship as a GCSE and it is popular choice.

This is a full-time role with the post-holder teaching 25 periods per week (the full-time loading with no positions of responsibility being 29 periods).

Key Responsibilities

- To provide strong and supportive leadership of the Citizenship and Careers Department
- To lead the department to the highest standards of professionalism as a role model for colleagues and pupils
- To lead the design and implementation of an outstanding Citizenship and PSHE curriculum and education across Key Stages 3 and 4
- To be responsible for the successful delivery of GCSE Citizenship
- To constantly review and develop the quality of teaching and learning within the department to ensure outstanding practice
- To observe, mentor and provide guidance to teachers in the department, including those who may not be subject specialists
- To ensure Citizenship, PSHE and Careers are thriving throughout the school and ensure the highest levels of engagement of all students
- To be responsible for the development and co-ordination of a comprehensive careers programme within the school that helps students make informed decisions at each stage of their school career

- To work closely with Head of Departments, Head of Years, Head of Upper and Middle School and the Head of Sixth Form and UCAS co-ordinator to provide a coordinated careers programme across the school
- To be responsible for the effective line management and leadership of the wider Careers team, including the Independent Careers Adviser

Leadership of subject

- To develop and implement a creative curriculum across Citizenship and PSHE and ensure the delivery of high quality teaching
- Develop a curriculum that meets the needs of all learners
- Develop innovative schemes of work which are inspiring for learners and teachers alike
- To assess the performance of pupils and record their development, progress and attainment and ensure this is done consistently across the department using internal moderation where necessary
- Analyse progress and attainment data and use this to inform possible changes to curriculum design, and pupil interventions
- Work in collaboration with colleagues to ensure pupils receive high quality interventions
- Through regular observation and feedback, mentor subject teachers to ensure excellent teaching and learning in all lessons
- Ensure that classroom teachers are utilising best practice for the teaching of Citizenship and PSHE
- Lead departmental inset to share good practice and develop teaching and learning within the curriculum areas
- Conduct evaluations of the quality of teaching and learning of individual classes and as a department, agreeing, implementing and holding teachers to account to changes to teaching and learning
- Create and sustain a positive department culture, where staff feel collectively supported and developed
- Take the role of Performance Manager for members of the department
- To ensure that the school is meeting the statutory requirements for Citizenship, Careers and PSHE, assisting in the production of school policies for such as appropriate.
- To keep up to date with all national initiatives and developments in Citizenship, Careers and PSHE and advise on any necessary change
- To lead and develop new aspects of Citizenship, Careers and PSHE including enrichment, whole school initiatives and cross curricular activities
- To ensure that relevant Careers information is available to both students and parents where appropriate, including parents evenings, school events and examination results days
- To ensure that information about the destination of all student leavers is collected to maintain accurate records for internal use (such as the website) and for external use by statutory authorities
- To work with the Head of Sixth Form to review and explore the option for work experience within the school

- To work with the Director of Marketing to promote good links with parents, former students and the Old Scholars to encourage, as and when appropriate, their involvement in careers education and guidance

Teaching and Learning

- Plan and teach engaging and challenging lessons
- To provide clear structures for lessons, and for sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs from those who are underachieving to those who are very able, making use of relevant information and specialist help where available
- Use regular, measurable and significant assessments of teaching
- Complete all reporting on time
- Closely monitor progress and attainment of pupils and use it to inform teaching
- To set high expectations for pupil behaviour and establish a safe environment that supports learning and where pupils feel secure and confident
- Maintain regular and productive communication with parents about their child's progress, behaviour and development, including attending after school parent meetings as required

Other

- Undertake professional development as agreed with school leaders
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the school;

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.

Person Specification: Head of Citizenship and Careers

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good Honours Degree • Recognised Teaching Qualification 	<ul style="list-style-type: none"> • Additional qualifications/ training
Experience	<ul style="list-style-type: none"> • Experience of successful teaching to GCSE • Experience of raising attainment • Experience of supporting other staff to enhance teaching and learning 	<ul style="list-style-type: none"> • Experience of leading and developing a team • Experience of teaching Citizenship to GCSE • Experience in more than one school
Leadership and management	<ul style="list-style-type: none"> • Effective team worker and leader • High expectations for accountability and consistency • Ability to create and lead departmental development • Ability to manage change • Ability to enable others to achieve success 	
Teaching and Learning	<ul style="list-style-type: none"> • Excellent classroom practitioner with understanding of high quality teaching and learning • Knowledge of the curriculum reforms and recent subject developments • Good communication, planning and organisational skills • Commitment to regular and on-going professional development 	<ul style="list-style-type: none"> • Experience of data tracking
Personal	<ul style="list-style-type: none"> • Hardworking • Enthusiastic • Resilient • Ability to inspire and lead others • A strong team player 	

	<ul style="list-style-type: none">• Ability to organise whole school/year based activities linked to Citizenship, Careers and PSHE• Ability to develop and maintain strong partnerships with external organisations to support the development of Citizenship and Careers within the school• Good sense of humour	
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