



## Tolworth Girls' School & Sixth Form

### Job Description

**Post:** PSHE Coordinator  
**Responsible to:** Deputy Headteacher  
**Salary:** TLR 10

An integral part of student development at Tolworth Girls' School & Sixth Form is our personal development curriculum (PSHE) which is delivered through both the pastoral and academic curriculum.

Our curriculum places a strong emphasis on promoting positive values and encourages students to develop awareness about themselves and others, as well as the world we live in.

The post holder will play a key role in developing and promoting PSHE throughout the school, supporting all stakeholders to ensure PSHE remains an outstanding feature of the school curriculum.

#### **Main Tasks / Actions:**

- To oversee the whole school PSHE curriculum, contributing to a whole-school culture and climate which enables staff and pupils to develop and maintain positive attitudes towards the subject.
- To plan and deliver effective high quality learning experiences for all students.
- To monitor the delivery of both the academic and pastoral curriculum, ensuring consistency in delivery, including: PSHE lessons, year 7 Oracy Curriculum & Year 10 Life Curriculum.
- To develop all staff to be confident in the delivery of PSHE topics, through training and support.
- To work with the pastoral team to ensure the content is relevant to each year group, addressing specific needs as they arise.
- To ensure resources are up to date and accessible.
- To adopt the Tolworth ABC values and embed this into the curriculum.
- To develop links with outside speakers / companies / charities to support the delivery of appropriate content.
- To develop the use of whole school curriculum days in line with the school development plan.
- To develop a system for effectively monitoring and assessing student progress in PSHE.
- To remain up to date on key policy updates and changes in relation to PHSE.



## PSHE Coordinator

### Person Specification

#### Qualifications and training

- Qualified teacher status
- Successful teaching experience
- Evidence of professional development relevant to this role

#### Skills and knowledge

- Good knowledge of legislation and guidance on curriculum requirements
- Outstanding classroom practice, constantly showing a positive and resilient approach to students and staff
- Excellent communication and organisational skills
- Knowledge of effective teaching and learning strategies
- A good understanding of how students learn
- Ability to adapt teaching to meet students' needs
- Ability to build effective working relationships with students
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Good IT skills, including previous use of Arbor, CPOMS, and Microsoft applications
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff and other stakeholders

#### Personal qualities

- High expectations for all students and belief in bringing out the best in all
- Commitment to upholding and promoting the ethos and values of the school
- Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to equality