



# **Head of PSHE and Careers Application Pack**



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# About us

Gosfield School was established at Cut Hedge Park in 1929 when the daughter of the textile manufacturer, George Courtauld purchased the land and buildings from the executors of her late father's estate. Constance Cicely Courtauld started a Senior Boy's Boarding School the same year, with pupils relocating from Leigh Hall School in Southend. In 1944, Cicely gifted the School and estate to Headmaster John Turner who continued the work started by Cicely. In 1967, the School became a charitable trust and in 1986, the School became co-educational. A Prep School was opened in 1989 and we welcomed our first Sixth Form pupils in 1994. In 2006, Gosfield School Ltd purchased the freehold of the estate and buildings from the Turner family. In 2015, we opened Meadow Court, a purpose built Prep School, which is home to a Nursery, Reception Class up to Year 5, within the grounds of our 110 acre estate. We continue to develop and upgrade our infrastructure, we opened our Forest School and Cricket Pavilion in May 2017. Our Cricket Academy welcomed its first Scholars in Summer 2018, we opened our new Design Technology workshop in January 2019 and undertook the design led redecoration of the Manor House. The construction of our new Performing Arts Centre has recently been completed. We are committed to the development of our young people in an environment where all pupils feel valued and are able to achieve excellence in all aspects of life. We have non-academic entry criteria and consistently achieve outstanding outcomes when compared to Schools with academic entry criteria. Cicely's founding principles for the School were to create a family environment in which young people would flourish and we remain faithful to those principles today.

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# Our Principal

Mr Rod Jackson Mr Jackson became Principal of Gosfield School in September 2021. He has a wealth of experience, having spent more than 30 years working in Independent Schools in Africa, Australia and the United Kingdom. He is a passionate promoter of an entirely holistic approach to learning, in which a rigorous approach to academic education, an outstanding programme of extracurricular opportunities, alongside excellent pastoral care and personal development combine to create a world class educational experience for each child. Mr Jackson believes that it is essential not only that we educate our students to be global citizens but that we ensure they have the skills and the desire to change the world for the better, as future leaders.

Before joining Gosfield, Mr Jackson served as Head of The International Community School in Marylebone and prior to that he was Head of Secondary at The King Alfred School in Hampstead, earlier leadership roles include Head of Classics at Cranleigh School and Senior Housemaster at Aldenham School. Mr Jackson holds a BA (Hons) degree in Classics from the University of Adelaide and a MEd from the University of Cambridge.



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## Job Description - Head of PSHE, RSE and Careers

The role of the Head of PSHE, RSE and Careers at Gosfield School offers a unique and exciting opportunity to bring together different threads of the activity of the School in order to contribute to the spiritual, moral, social and cultural development of an extraordinary, diverse community of children, young people and adults of all faiths and none.

Integrity, compassion, open mindedness and enthusiasm are essential qualities for the successful candidate. Their remit will be wide and will enable them to build relationships in all parts of the senior school.

In addition to the duties and responsibilities in the Teacher Job Description, the Head of PSHE, RSE and Careers reports to the Assistant Principal Pastoral.

### 1. Overall responsibilities

- Ensuring that the careers programme is planned and agreed with senior leadership
- Planning, providing and evaluating a programme that gives pupils appropriate careers advice
- Planning and providing for students in Senior School from Year 7 upwards to experience University, through visits and other events.
- Liaising with all appropriate internal and external partners
- Keeping Parents/Guardians up to date with the careers provision

### 2. Specific duties

- Plan schemes of work, tutorial sessions, materials, careers events and any other activities designed to enable pupils to learn about careers
- Ensure pupils are provided with up to date and impartial careers information about a wide range of possible options
- Be available at parents evenings to support Parents/Guardians and pupils
- Monitor and evaluate the effectiveness of different aspects of the careers programme
- Work with outside agencies such as employers and community groups to bring pupils into direct contact with role models from the working world
- Be available at specific times and by appointment to provide information and guidance to pupils



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# Job Description - Head of PSHE, RSE and Careers

## 1. Main duties

- To lead a PSHE and RSE programme which enables children and young people to stay safe, healthy and prepared for life's challenges and opportunities.
- To oversee the consolidation and further development of the PSHE and RSE programme
- To manage, support and train the team of non-specialist PSHE and RSE Teachers and Teachers who deliver Life Skills
- To ensure that the PSHE programme is up to date and in accordance with best practice and government guidelines; management of the PSHE and RSE Policy
- To teach PSHE across the year groups 7 to 9 and to oversee the PSHE provision for Years 10 and 11
- Engage, where appropriate, external providers, trainers and visiting speakers to offer a bespoke Life Skills programme to Gosfield School students
- Contribute to the School's extra curricular programme
- Work closely with the Assistant Principal Pastoral to ensure the holistic approach to personal development across the School



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# Head of PSHE, RSE and Careers

## Head of Department Job Description

In addition to the Teacher Job Description, the Head of Department/Subject Co-ordinator has the following responsibilities:

1. To be responsible for the support and academic development of pupils within the department.
2. In consultation with other members of the department to be responsible for producing an annual Department Development Plan which
  - Clearly identifies targets for the department consistent with the Whole School Development Plan
  - Forms the basis for budget requirements relating to capitation, INSET funds and other resources
  - Clearly identifies professional development requirements
3. To be responsible for ensuring that all resources, within the department are used to enhance the effectiveness of teaching and learning. To engage in such Quality Assurance procedures required to monitor and develop the quality of teaching and learning within the department.
4. Curriculum
  - To be responsible for preparing teaching materials, curriculum outlines and schemes of work appropriate for implementing the curriculum
  - To identify knowledge, skills and understanding appropriate to the department with contributes to the overall learning experience of pupils
  - To determine how such knowledge, skills and understanding might develop through the curriculum
  - To ensure that pupils acquire knowledge, skills and understanding progressively and at an appropriate pace
  - To be responsible for ensuring that the department has prepared teaching materials and schemes of work appropriate for implementing the curriculum
  - To ensure the appropriate differentiation of the curriculum to meet the needs of all levels of pupil ability, including Gifted and More Able
  - In consultation with other Department Heads, to contribute to the development of relevant cross-curricular themes and other opportunities for extending the work of the department outside the classroom (e.g. projects, primary liaison)
  - To promote the spiritual and moral development of pupils
  - To ensure appropriate guidance and assistance is sought in order to meet the needs of pupils with SEN
  - To support Form Tutors who deliver PSHE through the tutor programme
  - To be responsible for the production/upkeep of a departmental handbook
  - To be responsible for promoting the department through displays, publicity materials for the media, parents etc.
  - To represent the department at parent information and consultation evenings.
  - To prepare and deliver assemblies on pertinent topics
  - To contribute to the upkeep of the RSHE Policy inline with national guidance, also liaising with the Head of Prep School

5. Assessment

- To be responsible for developing appropriate assessment recording and reporting policies within the department which meet whole school requirements
- To be responsible for implementing whole school policies relating to the effectiveness of learning across the department
- To be responsible for ensuring that the highest standards of teaching and learning take place in the department
- To be responsible for the appropriateness and implementation of teaching and revision strategies which adequately prepare pupils for internal tests and public examinations
- To be able to review assessment outcomes and use these to support action planning for the future.

6. Management

- To be responsible to the Assistant Principals Academic and Pastoral
- To attend Curriculum meetings
- To be responsible for convening regular meetings of the department if appropriate, to allow for full discussion of pertinent issues, standing agenda items and an appreciation of the various tasks that need to be completed
- To involve staff in taking responsibility for aspects of the department's development plan and provide appropriate advice and assistance
- To ensure that staff are aware of their professional responsibilities and uphold the policies of the school
- To be aware of the needs and skills of staff within the department and seek ways to enhance their professional development

7. Behaviour

- To encourage pupils to follow the school's Code of Conduct in order that they develop self esteem, self discipline and respond accordingly
- To be responsible, with members of the department, for monitoring the conduct of pupils and take action in consultation with the appropriate Form Tutor

8. Attendance

To be responsible with members of the department for recording and monitoring the attendance and punctuality of pupils within class groups.

9. Equal Opportunities

To be active and alert in ensuring that all pupils, irrespective of gender, sexual orientation and cultural background, enjoy equal access to a broad and balanced curriculum which enables them to achieve good standards and to be involved in designing materials which facilitate this.

10. Community

- To develop strategies which enhance the positive relationship between the school and parents and local community.
- To liaise with the other Department Heads in developing policies which facilitate:
  - \* Primary/secondary liaison and enhance the transition of Year 6 pupils
  - \* Secondary/further and higher education liaison and the transition of senior students
- To foster and support extra-curricular activities in the interests of the school community, e.g. school concerts, plays, sports fixtures, etc.

11. Personal Targets

These will be agreed upon every year and reviewed on a regular basis.



# Person Specification

The successful candidate will:

- Be well qualified to degree level or above in a relevant discipline
- Have a high level of subject expertise, with ability to lead on curriculum development
- Demonstrate passion for the field of PSHE, RSE and Careers, and a genuine interest in educational research and practice
- Be a talented Teacher and very ambitious for themselves and their students
- Be able to develop and grow the success of PSHE ,RSE and Careers provision within the wider School
- Have a sense of fun, flexibility and a readiness to respond to students' needs with enthusiasm and openness
- Be willing to become part of our community of aspirational, outward looking, internationally-minded staff and students
- Have wider skills and interests which will contribute to the extra-curricular and pastoral life at Gosfield School
- Be computer literate with excellent organisational skills
- Have excellent communication and interpersonal skills

## Experience and qualifications

- A very good degree in a relevant subject area
- Up to date knowledge of best practice and national guidelines around the provision of PSHE, RSE and Careers in secondary education
- A proven track record of safeguarding and/or DSL experience is desirable
- A PGCE or equivalent formal teaching qualification is desirable



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## How to apply

Download an Application Form from our website [[www.gosfieldschool.org.uk](http://www.gosfieldschool.org.uk)] and send together with a covering letter to Mrs Sara Bowles, EA to the Principal:

[Sara.Bowles@gosfieldschool.org.uk](mailto:Sara.Bowles@gosfieldschool.org.uk)

Deadline for applications: noon Friday 22 March 2024

Interviews: w/c 25 March 2024

Start Date: 1 September 2024

\*Please Note to avoid disappointment applicants are encouraged to apply prior to the deadline as we reserve the right to consider applications as they are received and to appoint prior to the deadline.

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