



GENERAL INFORMATION

HEAD OF CAREERS and PSHEE

ACADEMIC INFORMATION

Entry to the School at all levels is by assessment and interview. In recent years, the School has developed an outstanding record of academic success in public examinations. The GCSE/IGCSE results for the last three years are:

<i>%</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>
A*/9/8	53	61	66
A*/9 – A/7	79	81	87

THE DEPARTMENT

The post of Head of Careers and PSHEE offers an exciting opportunity for the successful candidate to build upon the current development of the subject across the School. Current facilities include the use of well-equipped teaching rooms with integrated interactive digital equipment, use of the ICT suite and use of the laptops.

The Careers and PSHEE Department comprises currently of:

Head of Careers and PSHEE – part time
Teachers of PSHEE in Y7-9 – part time

Careers and PSHEE are currently taught across the Senior School through timetabled lessons and are further supported by additional work in Form Time.

Aspects of PSHEE are also taught through other curriculum areas including, for example, Geography, Mathematics, ICT, PE and Science.

Where possible and practical to do so, lessons are timetabled in the ICT suite so that pupils have access to research and word-processing facilities. Alternatively, pupils use laptops in allocated teaching rooms.

In addition to teaching the Careers and PSHEE programme, the Head of Careers and PSHEE is responsible for a number of activities across the Senior School which include:

- The organisation of the Elevate Study Skills programme (Years 9-11) and Glia Learning seminars (Years 7-8).
- The organisation and monitoring of the Year 11 Work Experience programme in conjunction with both Sirrond Ltd and liaison with local employers.
- The organisation of the Year 11 Preparation for Life Day (Summer Term).
- Arranging outside speakers to support the delivery of both Careers and PSHEE throughout the Senior School.
- Overseeing the preparation for assemblies, specifically Harvest Festival and HART.
- Co-presenting and delivering the Post 16 Information Evening for Year 10.
- Holding individual Year 11 pupil/parent meetings with the Headmistress to consider and discuss appropriate sixth form placements and applications.
- Working alongside the Headmistress both prior to, and on, GCSE Results Day to help ensure the smooth transition of Year 11 pupils into sixth form establishments.
- Liaising with the Deputy Head with reference to the PSHEE programme in the Lower School.
- Keeping up-to-date with relevant initiatives and directives which have a direct impact on teaching and learning in both Careers and PSHEE at Key Stage 3 and 4 via attending externally-led courses, as well as undertaking on-going wider reading and research to keep abreast of the ever-changing nature of the world of work and associated employability skills.

At PGHS, all staff members are expected to give freely of their time to provide individual guidance for pupils. This may include before, during and after school study sessions and occasional weekend workshops when required.

THE POST

The successful candidate will be able to establish a good rapport with the pupils in order to harness their enthusiasm and encourage a positive approach. A high level of personal organisation and inter-personal skills is essential in order to liaise with colleagues and the SMT with regard to administration of the department.

The Head of Department will be an ambassador for the School and the department both within the School and in the wider community. They will benefit from opportunities offered through access to internal and external training and development.

THE PROCESS

Applicants are asked to complete the TES online Application Form.

The closing date is **Sunday 31st January 2021 at 12noon** and it is anticipated that interviews will take place during weeks commencing 1-2-21 and 8-2-21 depending on local Covid-19 restrictions at the time.

January 2021