**Bishop Chadwick Catholic Education Trust**

**St. Anthony’s**

**Girls’ Catholic Academy**

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**Curriculum Co-ordinator (PHSE/SRE)**

Web-site: [www.st-anthonys-academy.com](http://www.st-anthonys-academy.com)

E-mail: enquiries@st-anthonys-academy.com

Twitter:

@St\_Anthonys3 (St. Anthony’s)

@AAASixthForm (St. Anthony’s and St. Aidan’s Catholic Sixth Form)

@BeaconSch (Beacon Teaching Alliance based at St. Anthony’s)

Telephone: 0191 5658904

**Curriculum Co-ordinator : PHSE/SRE (Y7-11)**

**(Personal, Health, Social and Economic Education and Sex and Relationships Education)**

* TLR 2a

**Information:**

PHSE/SRE is taught across the academy within curriculum and pastoral programmes.

It is expected that the person appointed will have co-ordination expertise.

The co-ordinator will teach their own subject, and will also co-ordinate the staff who deliver PHSE/SRE, working with the Deputy Head, as an additional responsibility.

The person appointed will be accountable for PHSE/SRE programme Y7-11, working with the Deputy Head, and to those who internally and externally monitor the work of the academy.

**The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.**

**INTRODUCTION**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Hexham and Newcastle. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the trustees under the terms of the Catholic Education Service contract signed with the governors as employers. In carrying out his / her duties the PHSE/SRE Co-ordinator shall consult with the Deputy Headteacher and, when appropriate, with the governing body, the Diocese, the trust, the local authority, the staff of the school, the parents of its pupils, the parish/es served by the school and other local Catholic schools, particularly where collaboration or federation is being developed.

This job description recognises the role of the PHSE/SRE Co-ordinator with regard to junior leadership responsibility for PHSE/SRE within the school, working with the Deputy Head.

The governing body and the Diocese acknowledge the importance of the role of the PHSE/SRE Co-ordinator and will actively offer long term support, encouragement, affirmation and realistic challenge to the successful candidate.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.**

**SHAPING THE FUTURE**

The strategic direction and development of the school stem from the educational mission of the Church. The PHSE/SRE Co-ordinator will demonstrate commitment to promoting and developing the school’s distinctive Catholic identity through the search for excellence in all areas of its work.

**Main tasks / actions:**

* work with the Deputy Headteacher to articulate and promote an educational vision and values for PHSE/SRE education at the school which takes account of the school’s Catholic mission and of the diversity, values and experiences of the school and the communities it serves;
* demonstrate commitment to this vision in his/her daily work, sharing the vision and its related values with all members of the school community;
* model the vision and values in everyday work and practice;
* work with the Deputy Headteacher and colleagues to translate the vision and values into agreed objectives and to ensure that the school’s planning, policies and procedures promote sustained school improvement;
* motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the school.
* support the Deputy Headteacher and colleagues to ensure creativity, innovation and the use of appropriate new technologies to achieve excellence and nurture human wholeness.

**LEADING LEARNING AND TEACHING**

A Catholic school is a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils’ individual worth as made in the image and likeness of God. The PHSE/SRE Curriculum Co-ordinator will promote positive attitudes to learning amongst pupils and staff which stem from Christ’s vision for humanity.

**Main tasks / actions:**

* to co-ordinate PSHE/SRE Y7-11 within the academy;
* to develop and produce high-quality materials policy documents and schemes of learning for PHSE/SRE Y7-11;
* to co-ordinate the programme working with the Deputy Head and the staff delivering the course;
* to respond to any stakeholder queries re. PHSE/SRE, lead/support for any in-service training in PHSE/SRE;
* review resources developed by other organisations to enable schemes and materials to be further developed;
* work with partner organisations, as required;
* support academy policy and work to deliver high quality PHSE/SRE education, in line with our ethos.
* demonstrate the principles and practice of effective curriculum co-ordination;
* initiate and support research and debate about effective teaching and learning.
* work with the Deputy Headteacher to develop relevant strategies for improvement, facilitating colleagues in their implementation;
* offer creative, responsive, and effective approaches to learning and teaching in line with the school’s agreed educational vision and values;
* demonstrate commitment to a culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success;
* demonstrate and articulate high expectations for all aspects of the school’s work;
* support the Deputy Headteacher in promoting individual and community aspirations;
* work with the Deputy Headteacher and lead colleagues in implementing strategies which secure high standards of behaviour and attendance and which reflect the school’s agreed values in their response to the needs of vulnerable individuals;
* implement and where appropriate organise a diverse and flexible PHSE curriculum which takes account of the needs and aspirations of all pupils;
* provide professional leadership in the development of new and emerging technologies to enhance and extend the PHSE learning experience of pupils and staff.

**DEVELOPING SELF AND WORKING WITH OTHERS**

The leadership of a Catholic school should take Christ as its inspiration. The PHSE/SRE Co-ordinators relationships with pupils, parents/carers, governors, staff should demonstrate a belief in their unique contribution as individuals, valued and loved by God. He/she will recognise and act upon his/her own potential for growth and that of others.

**Main tasks / actions**

* treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the school’s agreed vision and values;
* manage conflict effectively, seeking positive outcomes;
* work with the Deputy Headteacher to build a collaborative learning culture and to actively engage with other schools, especially other Catholic institutions, in order to build effective learning communities;
* fulfil effectively his/her agreed responsibilities for effective staff induction, professional development and performance review;
* participate in planning, allocation, support and evaluation of work undertaken by teams and individuals, giving professional leadership and delegating tasks and as appropriate;
* acknowledge the responsibilities and celebrate the achievements of individuals and teams;
* develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback;
* regularly review his/her own practice, set personal targets and take responsibility for his/her own personal development;
* give and accept support from colleagues, the Deputy Headteacher, governors, the trust, the Diocese and the Local Authority;
* have regard for the well-being of him/herself and others, managing his/her workload to promote a healthy work-life balance and encouraging and, where possible, enabling others to do likewise.

**MANAGING THE ORGANISATION**

The management of a Catholic school should be clearly influenced by the Gospel message and Church teaching. In particular, it should be a place where Christian principles such as justice, truth, respect and reconciliation are at the heart of its life and work. With the Deputy Headteacher, the PHSE/SRE Co-ordinator is responsible for ensuring that these principles are priorities for the school and are evident in its organisation and management.

**Main tasks/actions:**

* work with the Deputy Headteacher to achieve an organisational structure which reflects the school’s Catholic Christian values and which enables the management systems, structures and processes to work effectively in line with legal requirements;
* work with the Deputy Headteacher and colleagues to produce and implement clear, evidence-based improvement plans and policies for the development of the school;
* where appropriate, implement successful staff performance management processes;
* work with the Deputy Headteacher to ensure that the school environment is managed efficiently and effectively to meet the needs of the curriculum, health and safety regulations and to reflect the distinctive characteristics of Catholic education;
* use and integrate a range of technologies effectively and efficiently in his/her management role.

**SECURING ACCOUNTABILITY**

Leaders of a Catholic school fulfil their responsibilities in accordance with the Instrument of Government. They support the governing body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation. The PHSE/SRE Co-ordinator works with the Deputy Headteacher to account to the governing body, parents/carers and the school community for the fulfilment of the school’s Catholic mission and its educational success.

**Main tasks / actions:**

* work with the Deputy Headteacher and governing body, enabling statutory responsibilities to be met by giving objective professional advice and regular accounts of the school’s progress in his/her areas of responsibility;
* facilitate the Deputy Headteacher’s meeting his/her responsibility for responding effectively to internal and external challenges affecting the school;
* work with the Deputy Headteacher to develop systematic and rigorous procedures for school self-evaluation which are appropriate for a Catholic school and enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
* use all available data to identify strengths and weaknesses of the school and to inform planning for improvement;
* as appropriate, develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including senior staff, governors, parents and carers;
* participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.

**STRENGTHENING COMMUNITY**

Leaders of a Catholic school are responsible for its mission to the local and wider Catholic community and beyond. The PHSE/SRE Co-ordinator will, as necessary, collaborate with the parish and other Catholic organisations, as well as with the wider educational system. He/she will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

**Main tasks / actions:**

* ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children;
* act where required as the public face and main advocate of the school, representing effectively its interests and those of the pupils;
* work with the Deputy Headteacher to build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community;
* enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this;
* give professional leadership in creating and implementing positive strategies for promoting understanding that everyone is equal in the eyes of God, and in particular for challenging racial and other prejudices and for dealing with racial harassment;
* collaborate as necessary with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
* demonstrate commitment to maintaining effective partnership with parents and carers in order to support and improve pupils’ achievement and personal development;
* support the Deputy Headteacher in seeking opportunities to invite stakeholders (parents and carers, parish/community figures, businesses, Catholic and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.

NB. Reference to parish and community covers parishes and communities where schools draw pupils from more than one parish or local community.

**GENERAL**

**General:**

* all leaders in a Catholic school are responsible for its mission to the local and wider catholic community and beyond;
* contribute to the overall ethos, aims and work of the trust and the school;
* comply with all trust and/or school policies and procedures;
* leading/managing area of responsibility;
* attending meetings within the trust, school and external events as required;
* preparing policy and review papers linked to role as required and requested;
* maintaining a presence in local and national professional networks and through these and other means ensuring a current overview of sector policies and developments;
* complying with and upholding, in all respects, the trust and school code of practice on equality and diversity;
* accuracy and timeliness of returns to statutory and external agencies, as required;
* accuracy, timeliness and quality of presentation of internal management information;
* achievement of streamlined and cost-effective processes for any relevant financial administration;
* participate in the school performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale;
* recognise own strengths and areas of expertise and use these to advise and support others;
* ensure personal professional development and self-reflection;
* be courteous to colleagues and provide a welcoming environment for visitors and callers;
* comply with any reasonable request from the Headteacher to undertake work of a similar level to that which is not specified in this job description.

The trust and school will offer trust, affirmation, clarity regarding decision making and support for the post-holder in the delivery of their role to:

* ensure that the post-holder is accountable for their role;
* ensure that the post-holder is supported with relevant partnership opportunities and professional development opportunities;
* make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed (MOS)…………………………………………… Date……..

Signed (Headteacher)…………………………………. Date……..

November 2020

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date………………………………………………

Signed (MOS)……………………………… …….

Signed (Headteacher) ……………………………