

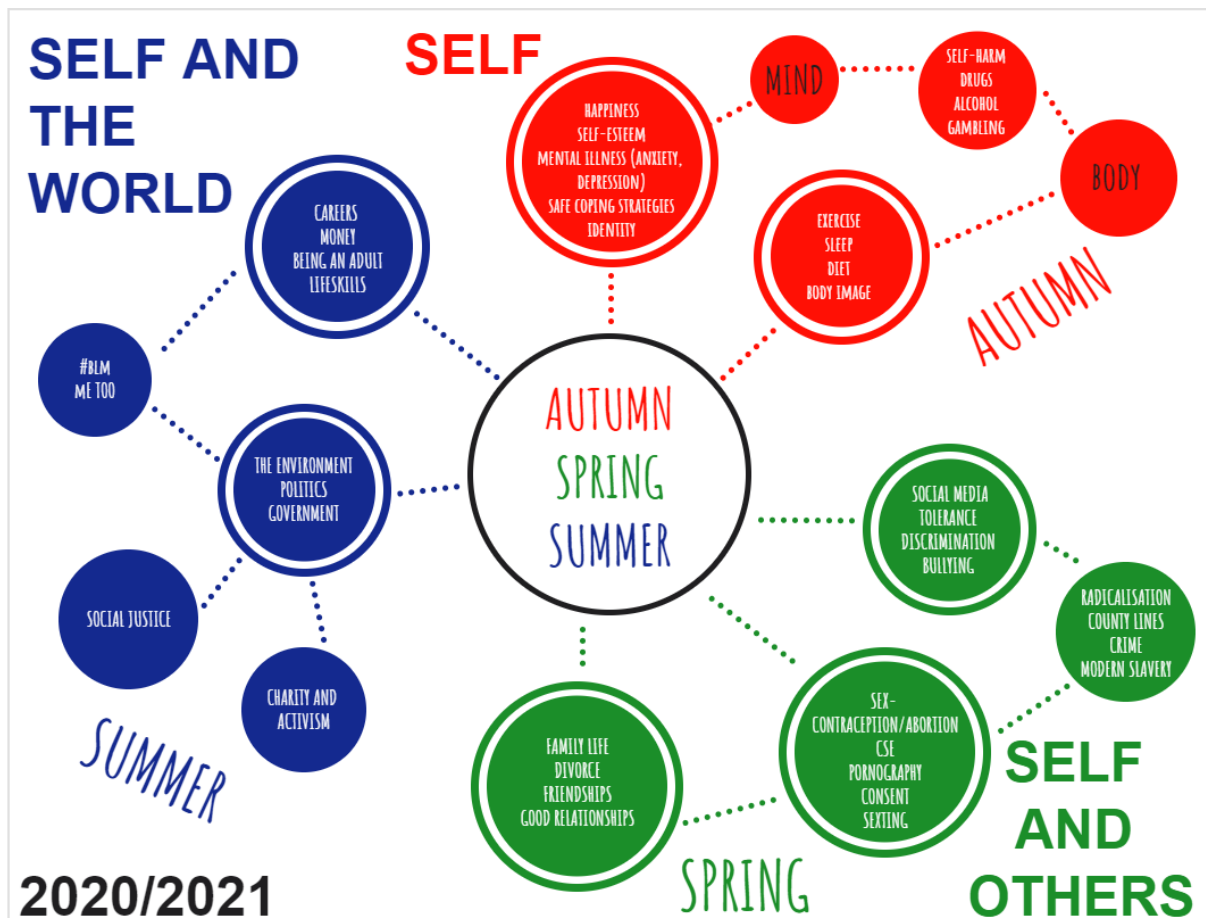
Head of PSHEE job description

Overview

- Design a new wellbeing and life skills education programme which incorporates all statutory RSE and PSHEE curriculum but is bespoke to Millfield
- Create all lesson plans and associated resources for the programme (which forms part of a pastoral brilliance curriculum) throughout the school
- Deliver training to the Assistant Heads of Section and Group Tutors who will in turn deliver the programme to students
- Develop and deliver the RSE (Relationships and Sex Education) programme as part of the PSHEE (Personal, Social, Health and Economic Education) pastoral curriculum; this will involve evening sessions in houses
- Line manage RSE tutor and RSE nurse team
- 10 hours counselling/ week, lined managed by Lead Counsellors
- Work with the Student Advocate to support students and staff who manage students
- Work closely with Deputy Head (Pastoral) and members of the pastoral team, Heads of Year and housemasters/ housemistresses to ensure a coordinated approach to pastoral education

Spiral curriculum

- Self
- Self and others
- Self and the world



1 PSHEE Head of Department responsibilities:

*the PSHEE curriculum includes statutory changes as outlined [here](#)

- Overall responsibility for the development of the PSHEE syllabus (which includes RSE), including co-ordination of the syllabus across the curriculum and other provision e.g. visiting speakers in assemblies, parents' workshops etc.
- Responsibility for contributing to, and the coordination and development of, PSHEE resources; managing the sharing of resources, including electronically.
- Delivery of RSE sessions within boarding and day houses. The boarding house programme is likely to include evening sessions delivered to each academic year group throughout the year.
- Work with Deputy Head (Pastoral) and Heads of Section to develop the Millfield Peer Mentoring programme.
- Contribute to a system for the training of new and existing members of staff in the effective delivery of PSHEE
- Liaison with the Deputy Head (Pastoral) over the quality and consistency of PSHEE delivery.
- Ensure compliance with both statutory and ISI standards for the provision of PSHEE and SMSC areas
- Overall responsibility alongside the Deputy Head (Pastoral) for the sharing of best practice in PSHEE at HoDs meetings.
- To arrange and manage the visits of guest speakers to the school to speak about a range of topics in assemblies and at parents' workshops.
- To work with the pastoral team to ensure the school's values are embedded in the PSHEE work.
- To attend relevant and appropriate CPD in the area of PSHEE and, in conjunction with the Deputy Head, arrange for other staff to attend and feedback on applicable courses attended.
- Assist in the planning and coordination of events to promote student and staff wellbeing across the school.
- Liaise with the teacher in charge of PSHEE at MPS for the sharing of good ideas and best practice.
- Create a dynamic presence for Millfield's PSHEE provision on the schools learning platform (Minerva).
- Manage a departmental budget.
- Provide guidance and advice to students on educational and social matters, including information about sources of more expert advice on specific questions, making relevant records and reports.
- Make records of and reports on the personal and social needs of students where required.
- Communicate and consult with the parents of students as directed by the Head.
- Communicate and cooperate with persons or bodies outside of school.
- Participate in meetings arranged for any of the purposes described above.
- Other such relevant responsibilities as the school may decide from time to time.

2. Counselling

- 10 counselling hours per week
- Maintain a close relationship with the PSHE department and the counselling team in order to provide the opportunity to inform syllabus content which allows the school to meet the needs of students' well-being.

- Develop Millfield's psychoeducation offering by running small therapeutic groups and workshops around some of the themes that the counselling team are seeing regularly e.g. disordered eating, social anxiety, self-harm. An opportunity to be pro-active with therapeutic group work would pay dividends in the future.
- The successful candidate may have a background in teaching/education alongside additional counselling qualifications and experience.
- It would be desirable to have an individual who has a background in CBT but the primary objective is appointing an individual who is relatable, empathetic and supportive.

3. Policy/Strategic direction and development

- Contribute to relevant school policies (e.g. Sex Education, Anti-Bullying etc.) and strategic planning as required by the Head or delegated representative
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.