



<b>JOB ROLE:</b>	<b>SUBJECT LEADER OF LIFE SKILLS</b>
<b>RESPONSIBLE TO:</b>	Assistant Headteacher for Personal Development – Lorraine Carrington
<b>RESPONSIBLE FOR:</b>	All aspects of PSHE/RSE/Citizenship at CHS; leadership and management, curriculum design, implementation and outcomes of the Life Skills department
<b>Start Date:</b>	<b>January 2025</b>

We are looking for an ambitious and enthusiastic leader to lead our 'Life Skills' Department at Carnforth High School. Life Skills is the school's lead delivery vehicle for PSHE, RSE and Citizenship within the school, and is supported by additional drop-down days and events. Every student in every year receives one Life Skills lesson a week, which is taught as part of a well-planned and sequenced curriculum. The team of staff who deliver Life Skills lessons are provided with in-house training to deliver their role by the Subject Leader of Life Skills. We are looking for an outstanding teacher and leader with a passion for preparing students with the information and skills they need to succeed and stay safe both during their time in school and after they leave.

### Job Description

*The responsibilities outlined in this job description are in addition to the duties required of all teachers under Pay and Conditions of Service legislation and in addition to the generic job description for a teacher at Carnforth High School. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the postholder.*

#### Leadership

- To lead the Life Skills department
- To maintain high visibility and personal credibility at all times
- To set the culture by consistently upholding the vision, values and policies of the school
- To consistently challenge and support all learners to enable them to make progress
- To take strategic responsibility in key areas
- To represent the school in the community and beyond
- To lead by example and consistently deliver outstanding lessons with learners making good or better progress
- To find the balance of challenge and support so that all staff can make progress
- To develop leadership in others
- To model collegiate leadership, engaging in robust dialogue with other colleagues in private and speak with one voice in public

Headteacher: Mr Tim Iddon

Carnforth High School  
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- To commit to become an expert in your field through CPD and research

### **Management**

- To manage the Life Skills department
- To train the Life Skills department in how to deliver PSHE effectively
- To hold teaching and leadership staff to account
- To secure an outstanding quality of education through whole school quality assurance activity and performance management
- To take part in attendance management, management investigation, capability proceedings and other staff management procedures as appropriate
- To secure high quality record keeping in your area of expertise which will withstand external scrutiny
- To manage the behaviour and learning of students through forming high quality relationships, taking part in readmissions, attendance panels and safeguarding issues as appropriate
- To manage the good order of the school through the on-call system and continuous scrutiny of health and safety matters
- To address behaviour management with specific staff where there is underachievement
- Monitor health and safety within your areas of responsibility and ensure they adhere to the school's Health and Safety Policy
- Be responsible for the management of allocated resources to ensure they are maintained to a high standard
- To engage with parents, professionals and other stakeholders
- To manage a duty team
- To deliver high quality assemblies
- To be responsive to the needs of the school by taking other leadership and management duties as necessary.
- To work closely as a team with other senior leaders.

### **Specific to this role**

- Raise standards and outcomes in Life Skills across the school
- Undertake ongoing CPD to keep abreast of changes in the ever-evolving areas of PSHE, RSE and Citizenship
- Develop the Life Skills curriculum and assessment resources to support effective teaching
- Communicate key messages to teachers of Life Skills, the teaching body more broadly, the school leadership team and Trust Chief Executives
- Consistently demonstrate a high standard of Life Skills teaching within Carnforth High School
- Leading by example, showing what outstanding looks like on a daily basis
- Provide challenge for colleagues to drive up standards in all areas of Life Skills
- Build an external network that can really help and support our school within areas related to PSHE, RSE and Citizenship

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Personal attributes required (based on job description):	
Attributes	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>QTS</li> </ul>	A
<b>Experience</b> <ul style="list-style-type: none"> <li>Have experience of teaching PSHE, RSE and Citizenship topics in KS3 and KS4</li> <li>Have experience and credibility in leading others, ideally including the ability to create and maintain a well-planned curriculum</li> <li>Have proven experience of identifying and implementing effective strategies for improvement</li> </ul>	A A A
<b>Skills, Ability, Knowledge</b>	
<ul style="list-style-type: none"> <li>Have strong subject knowledge and be able to demonstrate their passion and enthusiasm for communicating this to others.</li> <li>Have an up-to-date knowledge of the areas related to a PSHE/RSE/Citizenship curriculum and its assessment requirements and be keen to contribute to current curriculum development.</li> <li>Have outstanding communication skills, with the ability to leverage influence with all levels of the organisation</li> <li>Understand and respect the importance of diverse cultures and faiths within the schools, with a commitment to equal opportunities.</li> <li>The ability to form and maintain appropriate relationships and boundaries with young people and colleagues.</li> </ul>	I A/I A/I A A/I

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# Carnforth

## High School

<ul style="list-style-type: none"> <li>• Be able to build relationships quickly with teachers, middle leaders, SLT and support staff</li> <li>• Be able to demonstrate resilience, motivation and commitment to driving up standards of achievement</li> <li>• Have the IT competence necessary to fulfil all duties within the role</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<p><b>Personal Qualities</b></p>	
<ul style="list-style-type: none"> <li>• Be excited to share their knowledge and expertise within Carnforth High School and with partners across the Trust</li> <li>• Be aligned with all Bay Learning Trust and Carnforth High School values</li> <li>• Be committed to ensuring that all children in our schools receive an excellent education in a safe and stimulating environment</li> </ul>	<p>I</p> <p>A/I</p> <p>I</p>

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**THE BAY**  
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