

# Toyndbee School

Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
S053 2PL

Appointment  
of  
PSHCE Practitioner

**Contact Details:**

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## **Application Details**

I have enclosed with this pack the following details:

- The Personal, Social, Health and Citizenship Education (PSHCE) curriculum information
- A job description/role profile
- Letter from the Headteacher

An application form (support staff) is available to download from Toyndbee School website. See link: [www.toyndbee.hants.sch.uk/recruitment](http://www.toyndbee.hants.sch.uk/recruitment)

## **Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

## **Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

## PSHCE Department

Core purpose of the Personal, Social, Health and Citizenship Education (PSHCE) Team is to ensure that pupils are safe, happy and supported to understand life in modern Britain to achieve their potential.

**Assistant Headteacher** – Responsible for the leadership and oversight of Personal Development

**PSHCE and Careers Coordinator (Head of Department)** – Responsible for the leadership of Personal, Social, Health and Citizenship Education and the provision of Careers education across all Key Stages.

**PSCHE Practitioner** – Responsible for delivering Personal, Social, Health and Citizenship Education (PSCHE) content to all year groups, classes and bespoke groups of pupils.

### The PSCHE Curriculum:

The PSHCE curriculum at Toynbee is designed to embed fundamental cultural capital that will allow pupils to think critically about the world and prepare them for adulthood. At Toynbee we give young pupils the knowledge, understanding, attitudes and practical skills to live safe, healthy, productive lives and meet their full potential.

The PSHCE curriculum delivers lessons covering important topics such as;

Relationships and Sex Education

Personal Identity

Healthy Living

Safety

Education

Finance

Citizenship.

All pupils, from Year 7 to 11 are taught the PSHCE curriculum through lessons, assemblies, tutor sessions and specific off-timetable theme afternoons.

We are committed to expanding our PSHCE provision to meet the changing needs of our pupils. We are planning on reintroducing our successful Personal Development Learning days (PDL) days from September 2022 and we are looking to continue to foster strong links with our parental community through the delivery of parent workshops around PSHCE themes.

## Toynbee School Job Description

<b>Post</b>	PSHCE Practitioner	<b>Current Post Holder</b>	
<b>Allowance/ Scale</b>	Unqualified Teacher Scale	<b>Date Reviewed</b>	
		<b>Signed</b>	

### Accountability:

The PSHCE Practitioner will be responsible to

1. Headteacher
2. Senior Leadership Team
3. PSCHCE/Careers Coordinator

### Job Purpose:

To deliver Personal, Social, Health and Citizenship Education (PSCHE) content to all year groups, classes and bespoke groups of pupils. This would also extend to communication with Parents and carers regarding the provision of PSCHE and how best to support their children.

### Profile and Responsibilities:

#### 1. Curriculum

- Deliver PSHCE Lessons to all year groups, including:
  - The careful planning and preparation of lessons
  - Maintaining a good order and discipline amongst pupils whilst maintaining the highest standards of care and courtesy.
- Work alongside the PSHCE/Careers Coordinator to develop the PSHCE curriculum and lessons.
- Maintain an up to date understanding of all matters relating to PSHCE, including relevant contextual safeguarding issues and local/national priorities

#### 2. Beyond the Curriculum

- Undertake and develop a weekly session of the tutor programme dedicated to Personal Development (eg SMSC/Citizenship/British Values) alongside the PSHCE Head of Department.

- Deliver regular assemblies on relevant PSHCE themes to all year groups.
- Organise and deliver off timetable PDL (Personal Development Learning) sessions focused on specific PSHCE themes.
- Work with key groups of pupils in a proactive and supportive manner on specific Personal Development issues, as needs arise. This may relate to issues such as safeguarding, bullying, drug misuse or any other relevant topics.
- Create and analyse pupil surveys, helping to identify arising next steps.
- Work directly with the Head of department to foster links with external providers.
- Organise and deliver Parent workshops.

### **3. Other duties**

- Make a full and substantial contribution to wider whole school activities related to Personal Development. This would include relevant enrichment and extra curricular activities, breakfast and lunchtime clubs and any other opportunities as identified by SLT.
- Take part in further training and continued professional development as appropriate.
- Make a reasonable contribution to the general duties of the school and cover of absent colleagues in accordance with generally accepted policies.
- Attend Parents Evenings and other school events, as appropriate.
- Respond to any safeguarding incidents in line with the Toynbee Safeguarding and Child Protection Policies.
- Attend Toynbee Safeguarding Meetings and other meeting as appropriate.
- Contribute to wider whole school activities related to personal development.

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

## Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be a PSHCE practitioner at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden  
Headteacher