

PSHE lead duties

As Health and Relationships Education becomes statutory from September 2020, PSHE leads in primary, special and high schools will need to ensure that their schools are prepared for these changes. With an ever-increasing workload, this task can often seem overwhelming. The health improvement team have developed a table of duties PSHE leads across Ealing regularly undertake and a suggested time allocation which would enable PSHE leads to be able to complete these duties, to ensure their school is prepared for the statutory changes. Headteachers may wish to discuss this table with their PSHE leads.

Action	Why is it important?	What time would be needed?
Attend an annual Health in School Visit	This visit enables the PSHE lead to meet with a health improvement officer and discuss the school's health priorities. It also enables PSHE lead to learn about resources, initiatives and support tools on offer to their school.	The Health in School Visit usually lasts one hour . It is also useful to have one hour available after the Health in School visit for PSHE lead and headteacher to discuss any actions that arose or for the PSHE lead to develop an action plan for the coming year
Analyse the school's Health Related Behaviour Survey	Every two years, school across Ealing participate in the HRBS. Analysing the HRBS is vital as it flags up areas of strength and areas for development and provides a clear health and wellbeing focus for the school.	In depth analysis takes up to 3 hours . In this time, PSHE leads should have time to analyse the data, compare data to previous years, identify areas of strength and areas for development. They should also have time to create a short action plan/report based on the results. PSHE can attend a training to support this, they can book through Ealing CPD online .
Develop a PSHE action plan	An action plan allows the PSHE lead to focus on key health and wellbeing priorities based on their Health in School Visit and the HRBS results.	A comprehensive action plan can be developed in up to two hours .
Attend termly PSHE network meetings	The PSHE network meetings allow PSHE leads time to network with other PSHE leads, hear about healthy and wellbeing initiatives and share best practice.	The networks take place termly and last one and a half hours . Schools who have purchased any health improvement package can attend networks free of charge, alternatively if your school hosts the network,

		your PSHE lead will be entitled to a free place.
Attend health and wellbeing trainings	In order to develop the competence and confidence of PSHE leads, it is essential they have access to regular professional development. The health improvement team run regular trainings to develop the knowledge and skills of PSHE leads.	Our trainings usually last between one and two hours . Trainings are free to HAT (Healthy Schools Awards and Training) package members. Schools can book our trainings via Ealing CPD online . The health improvement team training brochure can be found here
Attend the annual health improvement conference	The health improvement annual conference focuses on pertinent health areas and offers participants resources and ideas to address these issues back in school.	Our conference is a half day event. Our conference is free to any schools who have purchased a health improvement package.
PSHE book looks/monitoring how scheme of work is being delivered/pupil conferencing sessions	To monitor and evaluate PSHE provision in a school, regular book looks/pupil conferencing sessions are recommended	It is recommended that this happened termly . In depth book looks and pupils conferencing should take up to two hours .
Observe PSHE lessons	To monitor the quality of PSHE lessons being delivered.	Annual lesson observations. A half day should enable PSHE leads to observe a range of lessons and write a short report based on the observations.
Provide PSHE staff training in school	To ensure all staff are confident delivering, evidencing and assessing PSHE lessons	Annual staff training. Staff training is usually one hour , preparation time may also be needed. PSHE can attend a training to support delivering staff training, they can book through Ealing CPD online .
Provide Relationships and Sex Education staff training in school	To ensure all staff are confident delivering, evidencing and assessing RSE lessons	Annual staff training. Staff training is usually one to two hours , preparation time may also be needed.

		<p>PSHE can attend a training to support delivering staff training, they can book through Ealing CPD online.</p>
<p>Run a Relationships and Sex Education parent workshop in school</p>	<p>To ensure that parents know what is delivered as part of RSE and to reduce withdrawals from RSE lessons</p>	<p>Annual parent workshops</p> <p>Parent workshops usually last up to one hour, preparation time may also be needed.</p> <p>PSHE can attend a training to support delivering parent workshops, they can book through Ealing CPD online.</p>
<p>Complete a Healthy Schools London award</p>	<p>Many schools complete bronze, silver, gold or platinum Healthy Schools Awards. These awards enable schools to audit, plan, action and share health and wellbeing initiatives.</p>	<p>Bronze: One day out of class (this may be spread and is usually not done in one block).</p> <p>Silver: One day out of class (this may be spread and is usually not done in one block).</p> <p>Gold: Two days out of class (this may be spread and is usually not done in one block).</p> <p>Platinum: One day out of class (this may be spread and is usually not done in one block).</p> <p>Schools can also attend our Healthy Schools London award drop in days to support them in achieving their awards. These drop in days allows the PSHE lead to receive one to one support from the health improvement team to complete their awards. Schools can book via Ealing CPD online.</p>