



## Suggestions for RSHE lead duties (adapted from Ealing's)

Below is a table of duties RSHE leads across Norfolk regularly undertake and a suggested time allocation which would enable RSHE leads to be able to complete these duties, helping to ensure their school is compliant with the statutory guidance. Headteachers may find this helpful when allocating planning time and as a framework for discussing the responsibilities of the role with their RSHE leads. This guidance suggests an RSHE lead will need approximately **forty hours** protected for subject leadership each year. Please be aware this is purely for guidance; the list of actions and time needed to complete them is not prescriptive or exhaustive.

Action	Why is it important?	What time would be needed?
Engage in CPD to support RSHE leadership and to develop skills, knowledge, and values around effective RSHE provision.	To develop the competence and confidence of RSHE leads, it is essential they have access to initial CPD on leading effective RSHE, The RSHE whole-school approach toolkit and regular professional development to further develop and to have up to date knowledge of RSHE skills and strategies.	The 'RSHE whole-school approach toolkit' contains 12 modules; each one takes around <b>thirty minutes to an hour</b> to complete, depending on the task. This would only need to be completed once and task that need revisiting are included in this document.  Trainings are usually <b>one or two hours</b> each.
RSHE policy development / review.	The policy offers a whole school statement of intent through its aims for RSHE, setting out an agreed approach to RSHE in the curriculum, guiding practice, offering a clear framework for teaching and a vision for future decision-making. It clarifies the school's intended outcomes for its RSHE provision and informs and reflects practice by outlining	This will depend on starting point. A thorough RSHE policy review will take at least <b>three hours</b> as it should involve consultation with key stakeholders and will need to align with any statutory changes.

	the content covered and methodology used to enable learning in RSHE.	
Analyse the school's local Health Data.	Health Data is vital as it flags up areas of health and wellbeing focus when planning the curriculum. This may also support in the identification of visitors to enhance the curriculum.	In depth analysis takes up to <b>three hours</b> . In this time, RSHE leads should have time to analyse the data, compare data to previous years, identify health and wellbeing focus areas when planning the curriculum. They should also have time to create a short action plan/report based on the results.
Engage with pupils about RSHE.	Children and young people need to be provided with meaningful opportunities to share their RSHE knowledge, skills, and values, and identify what they need to learn next. This will support the development of an age and stage appropriate RSHE curriculum.	In depth engagement is likely to take <b>a day</b> depending on the size of the school, age and stage of pupils and engagement strategy. RSHE leads will need time to analyse the needs, patterns, and trends within the insight, identifying priority areas and how this will inform a spiral, developmental curriculum.
Complete an RSHE audit of provision.	An audit allows the RSHE lead to focus on current provision and the impact that it has.	A comprehensive audit can be completed in up to <b>two hours</b> .
Develop an RSHE action plan.	An action plan allows the RSHE lead to focus on priority areas of development, identifying who is best placed to support with these, timelines resources required to achieve.	A comprehensive action plan can be developed in up to <b>two hours</b> .
Attend termly RSHE surgeries (network meetings).	The RSHE surgeries allow RSHE leads time to network with other RSHE leads, hear about health and wellbeing initiatives, and share best practice, supported by an Inclusion Adviser.	The RSHE surgeries take place <b>termly</b> and last <b>one hour</b> .

<p>RSHE monitoring to quality assure and assess the impact of RSHE.</p>	<p>To monitor and evaluate the RSHE provision in a school, regular learning walks/book looks/pupil conferencing sessions are recommended.</p>	<p>It is recommended that this happens <b>termly</b>.</p> <p>In depth monitoring should take up to <b>two hours</b>.</p>
<p>Observe RSHE lessons.</p>	<p>To monitor the quality of RSHE lessons being delivered.</p>	<p>It is recommended that this happens <b>annually</b>.</p> <p>A range of RSHE lesson observations and drafting a short report based on the observations should take up to <b>half a day</b>.</p>
<p>RSHE report to governors.</p>	<p>To ensure governors are confident that the school is fulfilling its statutory duties and that they understand how SLT (Senior Leadership Team) might use RSHE to support school improvement.</p>	<p>It is recommended that this happens <b>annually</b>.</p> <p>Schools will have individual ways of doing this. It is for the governing board to lead on subject monitoring. It is linked to the actions above and <b>should not require much more time</b> from the RSHE lead if the Link Governor has the monitoring reports and can present it.</p>
<p>Provide RSHE staff training in school.</p>	<p>To ensure all staff are confident delivering, evidencing, and assessing RSHE lessons.</p>	<p>Annual staff training.</p> <p>This which will usually last about <b>two hours</b>, preparation time will also be needed.</p>
<p>Run an RSHE parent workshop in school. You might do an additional session with families whose children will be offered Sex Education; sharing resources etc.</p>	<p>Coproduce: Consult and work with parents when developing a policy and curriculum.</p> <p>Communicate: Ensure parents know what will be taught and when, including the right to request that their child be excused from some or all of sex education delivered as part of RSHE.</p>	<p>Annual parent workshops.</p> <p>Parent workshops usually last up to <b>one and a half hours</b>, preparation time will also be needed.</p> <p>There is a module on parent / carer partnerships in the RHSE Toolkit.</p>

	Support: Provide guidance to parents in building on learning at home; managing conversations with their children on RSHE issues and signpost to information, advice, and support.	
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