



Healthy Heads Education

This job description may be subject to revision following discussion with the person appointed and forms part the terms of their employment:

Job Title:	Health & Wellbeing Educator
Location:	Lancashire (Burnley & Rossendale), with potential for further travel
Hours of Work:	1 day per week available. Monday-Friday, 9.00-15.30
Contract Status:	Fixed-term contract (39 weeks, term-time only).
Salary:	£28,860-£30,784 (pro-rata), dependant on experience.
Start Date:	03 November 2025

- *Deliver the Healthy Heads programmes in primary schools across Lancashire. Ensuring that children are supervised and undertake an enjoyable, educational activity in a safe environment.*
- *Coordinate the delivery of the Healthy Heads PSHE/PE programmes with primary schools in Lancashire*
- *To assist with marketing and promoting Healthy Heads to schools in Lancashire, including providing pictures of school delivery for social media purposes*
- *Communication and liaison with Headteachers/teachers/subject leaders etc.*
- *To provide the Health & Wellbeing Manager with weekly reports, which will enable all job related activity to be effectively monitored and evaluated.*
- *Administration of documentation and record keeping associated with the job role – evaluation forms, booking sheets, etc.*
- *Promote Healthy Heads Education and demonstrate the positive image of Healthy Heads Education in all areas of activity.*
- *General office duties including filing, photocopying, regularly check emails.*
- *Organise Healthy Heads Education equipment, resources and intellectual property and maintain to a good standard.*
- *Any other duties and responsibilities commensurate with the function of the post.*

Description	Essential	Desirable
Experience	Experience of delivering PSHE and physical activity in Primary Schools. Experience of teaching and learning in the classroom and in a sports setting. Experience of communicating with headteachers/teachers/subject leads. Experience of completing administrative duties such as responding to emails, filing paperwork. Experience of working with 5-11 year olds.	Experience of mentoring and up-skilling teachers. Experience of monitoring and evaluation through reflective practice.
Qualifications / training / Knowledge	PGCE in Primary Education or a recognised Level 2 NGB Sports Coaching qualification in Multi-skill Development. Level 2 or 3 in Supporting Mental Health in Children and Young People or willingness to obtain. Relevant Safeguarding Children training. A clear enhanced DBS certificate or ability to obtain.	First Aid qualified. Mental Health First Aid Qualified.
Key skills and abilities	Full driving licence Ability to develop and implement high quality and creative teaching sessions focusing on a young person centred approach. Ability to inspire, motivate and encourage young people through health & wellbeing. Ability to adapt lessons appropriately dependent on the needs of young people. Excellent communication and interpersonal skills, the ability to communicate with people at all levels. Excellent planning and organisational skills.	Good level of IT literacy with knowledge of word processing, spreadsheet and database packages. Good level of literacy on social media platforms.

Description	Essential	Desirable
Other factors	Good understanding of School policies and procedures that include safeguarding, child development and health & safety. Commitment to continuous professional development and willingness to undertake training where necessary. Ability to work efficiently using own initiative, whilst under pressure and maintain a high standard of work. Passionate about children's health & wellbeing. A flexible attitude to working Ability to travel independently.	