



Title of Post: Assistant Head-Personal Development	Salary: Leadership 11-15
Department: SLT	Line Manager: Co Head

Overall Purpose of the Job:

Lead the strategic direction of the school vision for Personal Development and secure continuous improvement.
 To lead on the strategic approach to safeguarding within the school.
 Ensure that our powerful ethos of inclusivity is shared equitably by all stakeholders.
 Secure deep engagement with staff to develop reflective practice with an extensive student programme of highly effective personal development.

Main Roles and Responsibilities:

To lead, plan, manage and ensure the successful delivery of the school vision for personal development and wellbeing.
 To lead and develop, alongside key Post Holders, a highly effective form tutor, assembly, SMSC, PSHE and RSE provision.
 To support all staff in effective delivery of the personal development and Wellbeing Programme.
 To enhance school relationships with external agencies and maintain exemplary standards.
 Monitor, evaluate and report on progress and improvements in the provision of the personal development curriculum and student well-being.
 To contribute to the Strategic Development Plan and School Evaluation Processes with regard to Personal Development and the strategic vision for the school.
 Disseminate leading practice relating to the teaching of personal development and wellbeing.
 Quality assure teaching and learning of the Personal Development Curriculum.
 To promote amongst students both an individual and shared responsibility for personal development and wellbeing.
 Implement strategies to ensure the school is responsive to local and national need for personal development education.
 Make a strategic contribution to the cultural development of students.
 Ensure all students can recognise risks to their own safety and wellbeing and have the strategies and resilience to seek support as necessary.
 Have oversight of student welfare and support services both within the school and externally.
 Ensure that personal development goes beyond the expected, so that students have access to a wide, rich and varied set of experiences.
 Secure a strong take up by all students with regard to the opportunities provided by school with a strong evidence trail of impact.
 Ensure that the most disadvantaged students consistently benefit from the excellent provision.
 Ensure that opportunities for students to develop their talents and interests are of exceptional quality.
 Provide a coherently planned and rich menu of curricular and extra-curricular experiences which considerably strengthen the schools offer.

Ensure the quality of personal development is exemplary and is worthy of being shared with others.
Ensure that the school promotes British and humanitarian values in all its messages both stated and underlying.
Ensure that students and staff have a clear understanding of the protected characteristics and promote equality and diversity.
Promote a strong culture of discussion and debate throughout the school.

Compliance

Responsibility for ensuring that the school is compliant with all safeguarding and Personal Development statutory obligations.

Developing self and others

To support curriculum and pastoral teams and nurture leadership potential within the school.
To lead on effective professional development, including performance management processes for specific staff line managed.
To manage workload and that of others line managed, provide support where necessary and delegate where appropriate.
To take responsibility for your own professional development, including maintaining an up-to-date knowledge of educational initiatives, developments and legislation.

Managing area of responsibility

To lead and support a range of key teams and co-ordinators as determined by the Co-Heads in conjunction with the Senior Leadership Team.
To lead and oversee a number of key ongoing initiatives as determined by the Co-Heads in conjunction with the Senior Leadership Team.
To support duties before school, break, lunchtime and after school.
To work closely with the pastoral team to ensure the school maintains high levels of positive behaviour management at all times.

Securing accountability

To implement clear and appropriate evidence based improvement plans and policies, monitoring, evaluating and reviewing their impact.
To ensure that staff accountabilities are clear, regularly monitored, evaluated and reviewed.
To use a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance and low level disruption.

Line Management

PSHCE team.
Contribute to the strategic line management of the pastoral, wellbeing and inclusion teams.
SLT link – Will link to a year group.

Additional Information

Undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager

As part of the wider duties and responsibilities, the teacher is expected to promote and actively support the school's responsibilities towards safeguarding.

As an essential: A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
Education and Qualifications:	Qualified Teacher Status.	E	A
	Educated to degree level in relevant status.	E	
	Management qualification and/ or NPQSL (or working towards NPQSL) Up to date and appropriate safeguarding training.	D	
Experience:	Proven successful leadership experience of a department or team.	E	A/I
	Experience of providing strategic reports and data analysis in relation to students' progress.	E	
General and Special Knowledge:	Significant knowledge of safeguarding in an operational and strategic capacity.	E	A/I
	Ability to teach 'outstanding' lessons	E	
	Experience of developing and implementing creative teaching and learning techniques	E	
	Educational development of learners.	E	
	Knowledge of whole school curriculum development and assessment.	E	
	Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E	

	Financial, budgetary and resource management experience.	E	
	Show knowledge of current education legislation, Ofsted framework, best practice and national trends and innovation	E	
Skills and Abilities:	Ability to effectively motivate and lead a number of teams.	E	A/I
	Excellent classroom and behaviour management skills.	E	
	A flexible and proactive approach to problem solving	E	
	Positivity and resilience.	E	
	Excellent interpersonal skills with colleagues, students and parents.	E	
Additional Factors:	Satisfactory Enhanced Disclosure and Barring Check.	E	A/I
	Commitment to attend governors meetings.	E	

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications (QTS)
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: 29/01/2021

Signature of Teacher:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.