

**JOB DESCRIPTION**

**JOB TITLE:** Director of Wider Personal Development

**Salary Point:** TLR 1.1

**RESPONSIBLE TO:** DHT Behaviour, Welfare & Personal Development

**The ethos of the school is one of shared responsibility, to which teachers are expected to make a significant contribution. The expectation is that staff will present themselves professionally, be positive and contribute constructively to the life and work of the school.**

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| **Principal Responsibilities:** | A | Leadership of the Wider Personal Development of Students |
|  | B | Leadership and Oversight of Community Action |
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| **Specific** | A1 | To have oversight of all aspects of WPD and Community Action |
| **Duties:** | A2  A3  A4  A5  A6  A7  A8  A9  A10  B1  B2 | To lead on and oversee the delivery plan for PSHE / RSE / SMSC and BV  To produce Schemes of Learning for all modules (with the exception of Careers) for each year group  To deliver PSHE / RSE instruction through a ‘year group weekly meeting’ during tutor time.  To convene and Chair meetings with the WPD leads to ensure collaboration and a shared understanding of how each element fits into the whole school WPD programme.  Quality assurance of elements of PSHE delivered by form tutors  Leading pre-delivery training for staff on WPD and arranging for pre-delivery training on CIEAG by the lead for that area to build consistency.  To arrange focus days / events and assist other WPD leads in arranging focus days / events as and when required within the delivery programme.  To be responsible for monitoring and reviewing the PSHE / SRE Policy and ensuring the WPD leads review their policies where required – ensuring all statutory needs are met.  Lead the preparation and delivery of SMSC and British Values, liaising with key staff, keeping an overview of these across the curriculum.  To provide meaningful and regular opportunities for students to develop and embed their core personal traits, such as independence, resilience, tolerance etc.  To have an awareness of the Personal and Community projects and how they relate to the WPD of students.  To line manage the Community Action Manager, keeping a strategic overview to ensure effective delivery, planning and organisation of their role.  To have oversight of all elements of WPD and ensure the provision is in place that develops students’ cultural, community and personal responsibility. |

This job description should be read in conjunction with the ‘Teacher’ job description

In addition to the above you will be expected to comply with all of those terms connected with the job of your status as referred to in the School Teachers Pay and Conditions of Service Document (latest published version) published by the DfE.

This job description may be subject to change at any time in consultation with the postholder, and will be reviewed at least annually.

***The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure & Barring Services Check is required for all posts within the school.***