

Job description

Post Title: Personal Development Lead

Purpose: To build and shape the strategic direction of the College and to quality assure the delivery of Personal Development.

Responsible to: The Principal

Specific Responsibilities

- To develop the programme and curriculum sequence for Personal Development, liaising with the Assistant principals for SEN/Inclusion and Teaching and learning, tutors and other staff as necessary.
- To quality assure the delivery of Personal Development throughout the college, including through PD sessions, Lessons and Development Days.
- To oversee the Pastoral team and monitor learner attendance and behaviour.
- To undertake the role of DDSL and all associated tasks.
- To support staff in building effective learner habits, positively influencing college culture and behaviour.
- To develop our whole college process of learner rewards and recognition.
- To develop student led leadership opportunities throughout the school in liaison with colleagues.
- To support parents and community to engage positively with the college through events, communication and our wider engagement.
- To line manage the delivery of CEIAG and work experience to aid transition to next steps.
- To work with other SLT to ensure staff consistently implement the behaviour policy, with fairness, positivity and respect, building relationships and leading to high expectations for all.
- To work effectively with students who find it more difficult to meet our high expectations, along with their parents to drive personal success.
- To oversee the Co-curriculum coordination ensuring a range of extra curriculum and enrichment opportunities.

- All Senior Leaders have the responsibility to:
- Uphold the vision and values of the school.
- Undertake duties and responsibilities as required, for example, supporting college centralised systems.
- To lead on aspects of school self-evaluation as relevant to the role.
- To contribute to the creation and implementation of the Strategic Development Plan and take responsibility for leading key aspects of it.
- Provide effective line management of staff as necessary, providing appropriate support, challenge and accountability.
- Ensure that all stakeholders including the Principal, other members of SLT and Trustees are informed of evaluation and impact of the role.
- Commit to continual improvement as a KITE member of staff and leader.
- We work to the Core Principles of Leadership:-
- Selflessness- we work in the best interest of the learners and colleagues.
- Integrity- we are consistent and strive to do 'the right thing' at all times.
- Objectivity - we act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability – we are accountable for our decisions and actions.
- Openness- we act and take decisions in an open and transparent manner.
- Information will be shared unless there are clear and lawful reasons for not doing so.
- Honesty -we believe in honesty with others and ourselves; we challenge in private and support in public.
- Leadership- we do what we say we will do. We are available for staff and 'walk the talk' to create an inclusive environment which nurtures best outcomes for all.