



Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



For Appointment of:
Personal Development Co-ordinator





Welcome from Executive Headteacher Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



Welcome from Head of Secondary Phase Matt Lille

Thank you for taking the time to consider a post at Saint George's. We are immensely proud to be a Church of England school and committed to serving the local community of Gravesham. As an all through school we have the rare privilege of seeing our pupils develop from the age of 4 right up until they reach 19. Improving life chances for local children is at the heart of what we do and something that drives us to continually improve.

Pupils at Saint George's achieve well and are supported by a deeply committed and caring staff body many of whom were once pupils at the school themselves. We pride ourselves on being a highly inclusive school and this is supported by our pastoral and SEND teams who are passionate about inclusion. We seek to encourage every child to find and develop their talents and as such our curriculum is broad, allowing pupils to find the subject that they are passionate about. This is supported by a wide extra-curricular offer including the Duke of Edinburgh Award, an extensive range of sports, creative and performing arts and much more.

If this sounds like a community that you would be excited to join, then I look forward to receiving your application.

Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto **'All Different, All Equal, All Flourishing'** emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



"Visitors most often comment upon the profound sense of community within the school."



Diocese of
Rochester

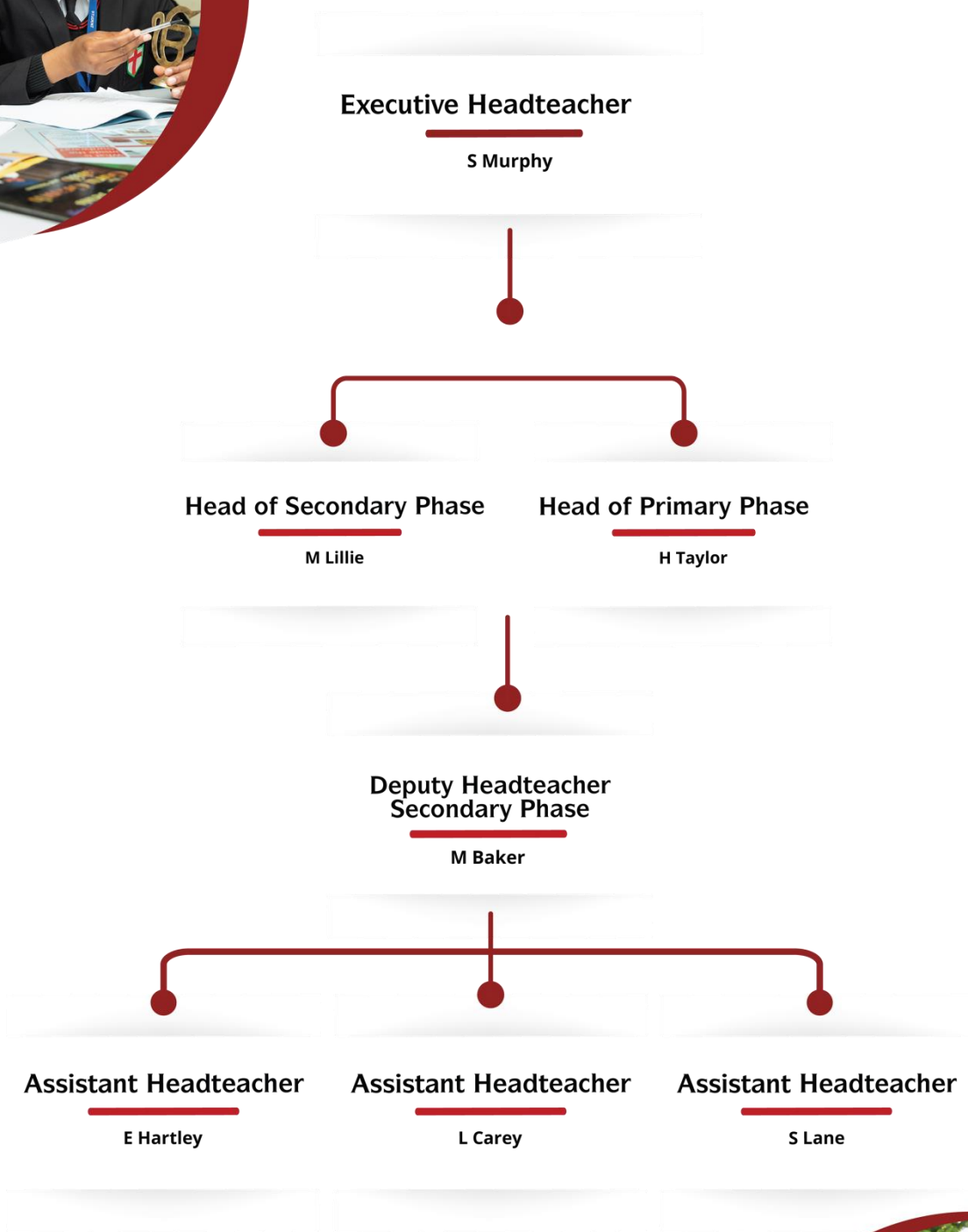
SIAMS INSPECTION 2019



EXCELLENT

Ofsted
Good
Provider

School Structure



Job Description

Job Title	Personal Development Co-ordinator
Location	Gravesend
Duration	Permanent
Work Hours	Full-time/Part-time considered
Reporting to	Careers Lead
Salary	AAT D £26,393-£27,713 per annum FTE (pro rata for part time)
Pension	LGPS



About the Role

An exciting opportunity has arisen for a candidate of exceptional ability to join us as Personal Development Co-ordinator at Saint George's Church of England School.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- ♥ want to be involved in developing outstanding learning experiences to enable all children to thrive
- ♥ want to work in a supportive and caring environment
- ♥ are committed to enabling every child to achieve the very best they can
- ♥ are an ambitious professional

In return, we can offer you:

- ♥ Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities
- ♥ Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- ♥ Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions
- ♥ Free eye test, examinations and eye care voucher
- ♥ A supporting and caring work environment

Key Responsibilities



Job Purpose

To ensure that the administration of the personal development strategy and plan is carried out and to support the Careers and PSHE Lead.

Areas of responsibility

Work Experience

- Coordinate and check administration of work experience liaising with students, parents and employers

Information and Guidance

- Organise and monitor individual careers meetings to ensure that students are informed and attend appointments
- Support students in the careers room using careers platforms including Unifrog, Kent Choices and UCAS between 8:30am and 3:30pm
- To ensure that wall displays within the careers room reflect the opportunities available to pupils and students and are appealing to the audience.
- Maintain careers newsletter and weekly bulletin

Resources

- Maintain updated resources in the careers room and ensure that any are distributed to relevant departments
- Actively research opportunities and contacts for students and resources for staff

Events

- Liaise with careers leads regarding guest speakers and meet and greet them on arrival to maintain good working relationships
- Facilitate rooming arrangements for guest speakers liaising with careers lead and facilities and administration colleagues
- Support with administration of careers trips and attend if available
- Support evening events if available subject to TOIL or overtime agreed with Head of School

Tracking

- Update the careers plan/calendar with guest speakers booked by careers lead
- Update Unifrog with events and speakers booked by careers lead, RSLs and AH of Personal Development.
- Support the collection and reporting of data for the staff, student and parent surveys and destination data
- Monitoring, recording and communicating leaver destination information
- Recording and monitoring careers activities
- Manage and update the employer database
- Maintain tracking system for Personal Development Framework
- Develop Alumni database and maintain Alumni board





Qualifications and Experience

- 🛡 GCSEs in Maths and English E
- 🛡 Experience in working in a related industry or sector such as training, talent development, human resources, recruitment E
- 🛡 Customer facing experience E
- 🛡 Schedule, diary or appointment management experience E
- 🛡 Administration experience using spreadsheets E

Skills and Knowledge

- 🛡 Strong organisational skills E
- 🛡 Excellent written and oral communication skills E
- 🛡 Computer literacy in MS Office E
- 🛡 Interpersonal communication skills E
- 🛡 Ability to multi-task E
- 🛡 Relevant industry knowledge E
- 🛡 Ability to problem solve E
- 🛡 Good customer service skills E
- 🛡 Ability to build and sustain effective working relationships with a range of stakeholders and external partners E
- 🛡 Ability to demonstrate enthusiasm and sensitivity while working with others E
- 🛡 Ability to make considered decisions. E

Personal Qualities

- 🛡 Calm under pressure
- 🛡 Detail oriented
- 🛡 Creative
- 🛡 Flexible
- 🛡 Motivational
- 🛡 A willingness to develop through CPD and QCF courses relevant to careers
- 🛡 Have high personal aspirations and inspire the same in all members of the school community.

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiatruster.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[Online Application Form](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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