# The Leathersellers’ Federation of Schools: Prendergast Ladywell School

Assistant Headteacher – Personal Development

Salary/Grade

Leadership Group Spine

Post held

Assistant Headteacher: Personal Development

Responsible for

The strategic leadership of students’ personal development including the development and monitoring of the personal development curriculum. This will include oversight of PSHE, SMSC, RSE, Careers, RSE and all aspects of our wider curriculum ensuring that our students have a rich set of experiences. Assisting the Headteacher and Senior Leadership Team with the overall management and development of the school.

Responsible to

The Headteacher

Purpose of the job

To assist the Headteacher and Governors in ensuring the achievement of the highest possible educational standards and attainment, by creating an atmosphere and structures in which students feel valued, staff have high expectations of them and our wider curriculum supports our learners to develop their character.

Liaising with

Leadership Team, Faculty/Subject Leaders, Year Leaders, Pastoral Managers, Student Support Services, the Governing Board, external agencies including LA representatives and parents.

Duties

The Teachers’ Pay and Conditions Document specifies the general professional duties of staff on the Leadership Spine including Assistant Headteacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Key functions

* To deputise for the Headteacher and take responsibility for the day-to-day running of the school in his/her absence if required.
* Inspire staff and students to develop an aspirational view of education and develop a cohesive whole school approach to providing extended opportunities for students to develop their cultural and learning capital
* To have oversight of our Personal development curriculum intent, implementation and impact.
* To lead, plan, manage and ensure the successful delivery of the school’s vision for personal development.
* To lead and develop our SMSC, PSHE and RSE provision across the school.
* To contribute to a highly effective form tutor and assembly programme in liaison with the AHT KS3 and DHT KS4 ensuring SMSC, PSHE and RSE provision is strong
* Have oversight of the work and impact of the Careers Department, including the Careers Lead, ensuring that the full range of work-based and aspirational learning opportunities are available to all.
* Have oversight of the work and impact of the STEM provision for the school, including the STEM coordinator, ensuring that the offer is broad, engaging and there is equitability of access.
* Have oversight of the work and impact of Student Voice, Student Leadership and wider stakeholder engagement, including the Stakeholder engagement coordinator, ensuring the offer is inclusive, and informs the development of the school.
* Lead and manage the whole school programme of trips and visits including approving trip proposals, advising and guiding staff through all stages and keeping systems, practices and procedures (including risk assessments) compliant and under regular review.

Specific responsibilities

The main responsibilities of the post are to:

* Take responsibility for the day-to-day running of the school in the absence of the Headteacher as required.
* To support all staff in effective delivery of the personal development and wellbeing programme.
* To enhance school’s relationships with external agencies.
* Monitor, evaluate and report on progress and improvements in the provision of the personal development curriculum.
* Be the school’s lead professional for personal development. Disseminate and share best practice with staff through CPD and targeted support strategies.
* 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.
* Lead, manage, and celebrate the cultural diversity and 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.
* Ensure effective access and take up of enrichment and extra-curricular activities, track equitability of access, ie. PPG engagement.
* To lead the careers provision to ensure that we provide an effective careers programme which allows students to make good choices.
* In collaboration with the Careers Lead, work closely with subject leaders to develop a comprehensive programme of meaningful subject-specific careers links. These should feature within the curriculum and schemes of work, with particular reference to Key Stage 3.
* Work closely with subject leaders to support their work in achieving successful opportunities to improve the aspiration and engagement of our learners and to develop links with a range of external agencies and employers, to provide opportunities for meaningful and relevant enrichment.
* Develop an effective system for tracking the attendance of students at the full range of extended activities and alternative provision provided by the school.
* Seek out and identify appropriate agencies to support learners.
* Prepare a termly report to issue to the Governing Board on personal development.
* Communicate as appropriate with Year Leaders, Subject Leaders and staff to promote equality of opportunity.
* Communicate with parents on how to keep their children safe.
* Promote Personal Development on the Website and in the Newsletter
* Work with the Leadership Team to produce a broad and balanced curriculum that takes account of the needs and aspirations of all our students and equips them for society
* Work closely with, and line manage the Careers Lead, STEM coordinator, PSHE lead and Stakeholder Engagement lead to ensure the positive impact of their work on the school.
* To be the BTEC nominee and ensure that all polices and processes are up to date and adhered to. Report to the DHT in this matter.
* Budget management
* Participate in and support the Performance Management Policy
* Assist in the development of the School Improvement Plan and Self Evaluation and its review mechanism
* Be a key member of the Leadership Team
* To line manage a Faculty.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school’s performance management scheme.