

Role: Head of Personal Development

Department: R.E.A.L. Independent Special Schools

Location: Various to meet the needs of the role

Accountable to: Head of Schools

Function of role

The Head of Personal Development is part of the Schools Management Team. Its primary focus will be to determine the strategic direction and business development of the personal development within the schools linked to the core values of trust, innovation and achievement. The Head of Personal Development will work with the Head of Schools, Directors, the schools management team, Governing Body, staff and learners to develop and implement a strategic vision for the school. They will provide and contribute to reports with analysis and develop plans for the schools future needs and further development, specifically representing the personal development agenda.

Accountabilities

General responsibilities

- Contribute to the strategic direction and development of the schools linked to our core values of trust, innovation and achievement.
- Taking a strategic lead, alongside the Head of Schools, Governors and Directors, to ensure effective personal development of learners across the schools
- Challenge educational orthodoxies and strive to innovate in the best interests of achieving excellence for all learners.
- Demonstrate a commitment to improving outcomes for vulnerable young people.
- Ensuring that all learners access high quality personal development programmes through an appropriate bespoke offer.
- Leading and managing staff and fostering effective relationships between all members of the school community and commissioners.
- Ensuring the efficient and effective management and utilisation of human and financial resources.
- Accounting for the schools' efficiency and effectiveness with respect to learner personal development.
- Monitoring and safeguarding the schools' inclusive values.
- Coordinate and manage a caseload of learners, fulfilling all duties reflective of a School Learning Manager job description.

Managing the School

- The Head of Personal Development will deploy people and resources efficiently to meet the specific objectives of the Schools' Improvement Planning.
- Support the creation of an organisational structure which reflects the organisation's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- Contribute to clear evidence-based improvement plans and policies for the development of the school and its facilities
- Manage expenditure within the agreed budget and report regularly to Head of Schools, Governors and Directors

- Monitor and review the range, quantity, quality and use of all available resources in order to improve learners' behaviour and attitudes and to secure value for money

Leading Personal Development

- Work in conjunction with the Head of Schools and Governing Body to secure and sustain high quality personal development programmes throughout the school.
- Monitor and evaluate the personal development programmes and the outcomes achieved by the learners and set realistic but challenging targets for personal development, linked to EHC plans.
- The Head of Personal Development will ensure that:
 - the school's offer extends beyond the academic, technical or vocational and provides for learners' broader personal experience and development.
 - the school's effective wider work supports learners to be confident, resilient, and independent,
 - the school provides high-quality pastoral support,
 - learners know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy. They also develop age appropriate understanding of healthy relationships.
 - the school provides a wide range of opportunities to nurture, develop and stretch learners talents and interests and learners make good use of these.
 - the school prepares learners for life in modern Britain effectively, developing their understanding of the fundamental British values of democracy, the rule of law, individual liberty, tolerance and respect. The school also promotes equality of opportunity and diversity effectively.
 - personal development is at the centre of strategic planning and resource management.
 - the school prepares learners well for future success in employment, education or training through an effective and high quality careers provision. This includes high quality, meaningful opportunities for learners to encounter the world of work. Gatsby benchmarks are used to review and develop careers provision and that all learners receive high quality careers guidance.
 - the school takes account of the requirements set out in Education, Health and Care plans (EHCs) as well as in the Preparation for Adulthood initiative (PfA) for each learner.

Developing self and working with others

- The Head of Personal Development will lead, motivate, support, challenge and develop staff.
- Working with staff to maximise their contribution towards improving the personal development offer
- Oversee and support the work of teachers and teaching assistants
- Foster constructive working relationships are formed within the staff team and between staff and learners and families
- Monitor, regulate and embed effective planning, resourcing, support and evaluation of work undertaken by others, ensuring clear delegation of tasks and devolution of responsibilities
- Supervise and participate in the performance management of identified staff and hold staff to account for their professional conduct and practice

- Motivate, empower and enable staff to develop expertise in their respective roles by use of high quality continuing professional development training within school and beyond linked to learner personal development
- Devise, evaluate and assess the impact of an appropriate CPD programme linked to school improvement planning, self evaluation and quality assurance evidence
- Demonstrate a commitment to keeping abreast with education research and using this knowledge to shape the personal development offer.

Shaping the future

- The Head of Personal Development will work with the Head of Schools, Governing Body, staff and learners to develop and implement a strategic vision for the school and analyse and plan for its future needs and further development.
- The Head of Personal Development will:
 - Shape the intent, implementation and subsequent impact of provision at all levels in order to ensure learners are prepared well for the next step in their education, employment or training
 - Ensure that strategic planning takes into account the diversity, values and experience of the school and community at large
 - Ensure that all school policies relating to behaviour and attitudes are regularly reviewed and updated, and that the Governing Body, staff and learners are fully involved in this process

Performance indicators

Able to meet annual performance management criteria to a good or outstanding standard.

Able to meet lesson observations within your specific subject area to a good or outstanding standard

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision and through the achievement of positive outcomes for young people and vulnerable adults

Key values and ethos of organisation

Trust

Innovation

Achievement

Person Specification

	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), reference (R)
Knowledge		
The mission, vision and values of R.E.A.L Education	E	AF/I
Statutory education frameworks, including governance, Ofsted EIF and SEND Code of Practice	E	AF/I
Ways to build, communicate and implement a shared vision across a number of settings	E	AF/I/R
Leading change, creativity and innovation	E	AF/I/R
Strategies for communication, both within and beyond the company	E	AF/I
Approaches to ensuring a high quality learner personal development programme offer	E	AF/I
Learner personal development approaches and programmes from across a range of settings and ages and stages	E	AF/I
Strategies for ensuring inclusion, diversity and access	E	AF/I
Child protection and safeguarding procedures	E	AF/I
The self-evaluation process and its role in driving continuous improvement	E	AF/I
Strategies to promote individual, team and organisational development	D	AF/I/R
Building and sustaining a learning community across a number of settings	E	AF/I
The impact of change on organisation and individuals	E	AF/I
Strategic financial planning, budgetary management and principles of best value	E	AF/I
Legal issues relating to managing a school, including equalities, Health and Safety and SEND legislation	E	AF/I
The use of a range of tools and evidence, including	E	AF/I

performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance		
Experience		
Significant experience of school leadership (at least 3 years) with a sustained record of school improvement	E	AF//R
Experience of designing and developing appropriate personal development programmes including RSE/Careers/Cultural capital/PSHE/ BV/ SMSC/ Preparation for Adulthood (PfA)	E	AF//R
Experience of ensuring high quality pastoral care and promoting positive mental health and well-being amongst vulnerable learners	E	AF/I
Evidence of successfully leading and sustaining educational initiatives	D	AF/I
Evidence of effective personnel management	D	AF//R
Education and Training		
Qualified Teacher Status	E	AF
Degree or equivalent	E	AF
Evidence of continuing professional development	E	AF
Qualification in a relevant discipline	D	AF/I
Qualities		
Ability to develop and maintain a clear vision for an appropriate and innovative personal development offer and support others to plan and deliver it. Ability to articulate this vision to diverse audiences	E	AF//R
Ability to establish successful relationships at all levels and have good communication skills both verbal and written	E	AF//R
Commitment, drive and the ability to achieve the highest standards and best practice across all aspects of the quality of education	E	AF//R
Ability to cultivate a team ethic	E	AF//R
Ability to lead, coordinate and delegate	E	AF/I
Full UK driving licence and access to roadworthy vehicle	E	I