



Grace Academy Solihull

Job Description



Role: Personal Development Coordinator
Responsible to: Assistant Principal
Based at: Grace Academy Solihull
Hours: 37 hours per week, 41 weeks per year
Grade: Band I

Job Context

The role of a Personal Development Coordinator is crucial in shaping the holistic education of students beyond academic achievement and supporting them to become the very best they can be. The effective coordination of these elements contributes significantly to the formation of resilient, responsible, and confident young people who are prepared for life beyond school. Our character values are a very important part of our academy and this role will be fully aligned in ensuring we meet those values fully. This role will work closely with the Assistant Principal for Personal Development. The successful candidate will coordinate Personal Development across the Academy, including student leadership, cultural capital, RSHE, British Values, coordinate tutor time and ensure extra-curricular develops student character and leads to further experiences.

Key Responsibilities

Coordination of Personal Development A Personal Development Coordinator ensures a cohesive approach to personal development. A dedicated coordinator will ensure alignment with ever-evolving statutory guidance (e.g., DfE and Ofsted frameworks) and the school's values, promoting a consistent message across all year groups. The coordinator will work with other department leads, including curriculum, literacy, careers, ethos and safeguarding to ensure that the Personal Development Programme is active and effective.

Tutor Time and Assembly Programme Tutor and assembly time is a key opportunity to build relationships, reinforce values, and deliver personal development in a structured and impactful way. Coordinated effectively, assemblies and tutor time becomes more than just administrative – it supports daily pastoral care and reinforces school culture.

Enrichment and Extracurricular Activities Broad and Equitable Extra-Curricular: Enrichment activities provide students with the opportunity to explore interests, develop talents, and gain cultural capital. The Personal Development coordinator oversees a rich offer that: Is inclusive and accessible to all pupils, especially disadvantaged pupils.

Student Leadership and Voice To embed empowering Student Leadership opportunities across the school community. Student leadership helps pupils develop voice, agency, and a sense of responsibility and belonging.

Job Description

Coordination of Personal Development

- Working closely with the Assistant Principal you will support by implementing and evaluating a whole-school strategy for personal development in line with DfE and Ofsted frameworks.
- Promote a values-led culture that supports students' personal growth, sense of belonging and wellbeing across the curriculum and beyond.
- Support staff CPD related to personal development and student wellbeing.
- Ensure all RSHE statutory requirements are fulfilled and outcomes from learning are measured, working alongside the PSHE curriculum lead, and responding to whole school safeguarding concerns as they arise.
- Support with creating and delivering Religious Education learning opportunities for the whole school.
- Coordinate, design and deliver opportunities for British Values and Citizenship to be explored across all aspects of the Personal Development Programme.
- Promote Personal Development opportunities, clearly displaying them around the academy and understandable for all.
- Work alongside the Careers Lead to support the Careers Curriculum.

Tutor Time and Assembly Programme

- Lead the design and delivery of a purposeful tutor time programme that includes RSHE, British Values, Citizenship, wellbeing, character education, and current affairs.
- Coordinate the school's assembly calendar, ensuring weekly themes align with personal development priorities.
- Support tutors with resources, and training to deliver consistent and impactful sessions.
- Support the quality assurance of the tutor sessions - ensuring consistency and well delivered sessions where students are actively engaged in learning.
- The coordinator will ensure that tutor programs include: Character education and values-based discussions, weekly themes (e.g., wellbeing, diversity), Religious Education, national awareness days, current affairs, British Values and citizenship.
- Plan and arrange assemblies

Enrichment and Extracurricular Activities

- Work alongside various staff members to develop and promote an inclusive enrichment programme that extends learning beyond the classroom and promotes student engagement and cultural capital.
- Create, manage and communicate an enrichment timetable - accessible for students, staff and parents/carers
- Monitor and analyse participation, identifying gaps and implementing strategies to ensure equity of access for all pupil groups.
- Collaborate with curriculum and pastoral leads to ensure activities link to careers, wellbeing, and school values.

Student Leadership and Voice

- Coordinate and grow a structured student leadership programme (e.g., school council, peer mentors, subject ambassadors).

- Create systems that allow meaningful student voice to influence school life, procedure and policy.
- Leadership development through training, mentoring, and public speaking This not only enhances the individual students but builds a more democratic and inclusive school culture and contributes to the development of strong cultural capital and oracy
- Provide leadership development opportunities for students, including training, mentoring, and public speaking.

Events

- Be part of the team planning and delivering rewards activities throughout the year
- Support with the administration and organisation of parents evening/Transition evening etc events and in some cases attend the event, which maybe be past normal working hours
- Plan and deliver whole school events inline with National awareness initiatives - ensuring these are clearly visible in the school.

General

- Be aware of and comply with all trust and school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person
- Carry out all duties with regard to the school's policies and codes of conduct
- Participate in training and other learning activities as required and to participate in appraisal and professional development
- Set high expectations of conduct, whilst acting as a good role model for others

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.