



GREAT SCHOOLS
TRUST

PERSONAL
DEVELOPMENT
OFFICER

RECRUITMENT PACK



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



Personal Development Officer

Salary: Scale 5 points 12-17 £26,421 - £28,770 (FTE)

Contract: Permanent, Full Time

Location: Based across the Great Schools Trust, locations in Bolton, Warrington & Merseyside

Accountable to: Head of Personal Development

Start date: September 2024

Introduction

The Trust is looking to appoint an exceptional Personal Development Officer to support the personal development programme development and delivery in one of our King's Leadership Academy schools.

Key Benefits

- Flexible start and end working times (core hours between 10am and 4pm)
- Flexible working opportunities
- Exceptional CPD offer
- Generous benefits package
- Access to BUPA Employee Assistance Programme

Job Purpose & Summary

This role has been created to support the personal development programme development and delivery in one of the five Great Schools Trust schools as well as the development and delivery of a suite of Trust wide suite of entitlements and events.

This role will help us meet our aim that children's entitlement to enrichment opportunities at Great Schools Trust will be unsurpassed. As a trust we want to inspire young people to develop their skills, talents and character through a wide range of activities, to use their curiosity and creativity to find new ways of achieving their potential and to have the confidence, drive and resilience to follow their dreams. Our ambition is for all our schools to engage and inspire pupils through a varied, impactful and sustainable personal development programme. It is our ambition that this programme is deeply embedded within and complements curriculum delivery, offering real opportunities for the development of our pupils' social, emotional and life competencies. We expect that activities and opportunities are able to evidence positive impact and we want to offer our pupils activities they may not otherwise have access to.

This role will help us to ensure that every child will have a fundamental enrichment entitlement, including taking part in meaningful social action in their school and the wider community whilst they are with us.

We are also committing to the aim that every Year 8/9 Great Schools Trust student will have the opportunity to undertake both the Cadets programme and the Bronze Duke of Edinburgh (DofE) Award. DofE and Cadets programmes take young people on a life-changing journey where they set their own challenges; learning practical skills, improving their fitness, volunteering in their community, planning and going on an adventurous



expedition. They develop essential work-ready skills and attributes such as resilience, confidence, commitment, team working and determination.

Core Responsibilities

Support the Personal Development Team in the delivery of personal development education for students.

Personal development encompasses personal, social and health education, character education, guiding career choices and aspirations, involvement in enrichment activities including trips and visits.

Assisting Personal Development within Curriculum Development

- Manage and administrate the Leadership curriculum training for staff and students in the assigned academy (training will be provided on this)
- Align funded or one-off programmes with curriculum with help of school curriculum leaders.
- Working with curriculum leads to ensure that enrichment embedded within subject curriculums meets curriculum intent, to include tracking, monitoring and evaluating activities aligned to the curriculum in terms of student experience, offering advice to refine practice.
- Sharing best practice with their counterparts from other schools and scaling up best practice.
- To provide hands-on assistance to the projects embedded into the curriculum where appropriate.

Trust Wide Enrichment Events

- Take a proactive role in ensuring your school is involved in the expanding calendar of Trust Wide Enrichment events. This may involve assisting in recruitment of pupils to the event.
- Assist in the management of school queries about EVOLVE products and Great School Trust policy.
- Working with Marketing and Communications to ensure strong publicity.

Fundraising & Delivery

- Research regional funding pots and align identified Great Schools Trust needs with funder requirements.
- Support in writing bids.
- Assist in the tracking, monitoring and evaluating projects/programme delivery, including helping write funder reports.

The King's Adventure

- Support the Contingent Commander in the successful delivery of the Combined Cadet Force (CCF).
- Maintaining good order and discipline in your section.
- Ensuring all staff are aware of and adhere to all orders/regulations and directives.
- Ensuring the Section training programme includes the full cadet academic syllabus plus provision to deliver all core activities.
- Attending meetings on behalf of the Section.
- Carry out any other duties as required by the Contingent Commander relating to the delivery of the CCF.
- Manage and co-ordinate the Duke of Edinburgh (DofE) award at the assigned academy.





- Managing DofE leaders and the volunteers.
- Manage the DofE budget set out by the DofE manager.
- Manage and be responsible for the DofE and outdoor education equipment and stores.
- Be responsible for the health and safety of outdoor education trips in the assigned academy.
- Support across Trust on DofE expeditions throughout the year.
- Manage and deliver Outdoor Education programmes in line with the Trust's mission and values.
- Support the Head of Personal Development (PD) in the development of Outdoor education programmes at all levels.
- Manage and administrate the Leadership curriculum training for staff and students in the assigned academy.
- Promote and deliver The King's Adventure programmes in school and to outside organisations.
- Provide administrative support to the personal development team on all areas when needed.
- Provide instructor support to out of term activities (PD/CCF/ Kings Adventure).

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- To plan, monitor and review health and safety within areas of responsibility and personal control.
- To participate and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Other Responsibilities

- Contribute to the wider life of the Trust, its schools and the Institute of Character & Leadership including King's Adventure through out of hours and partnership work.
- Carry out any such duties as may be reasonably required by the Trust's Chief Executive.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Special conditions

The post is part of the Central Team of Great Schools Trust Academies. The post holder will be required to work at any of the partner schools or in any other reasonable location where the Trust is undertaking its business.

Special Terms & Conditions of Post

The hours of office work are Monday - Friday 08:30 - 16:30, however given the nature of the role there is also evening, overnight, weekend and non-term time commitments which may vary the hours of work. As such, the standard central team offer of 30 days holiday.

This post will be made a School Staff Instructor and therefore able to claim Volunteer Allowance from the schools School Staff Instructor pot claimed via the MOD. Please note that this will be shared with the Personal Development Officers in each academy.

The DofE expedition overnight rate and Kings Adventure taskings is an allowance in addition to their salary.

Safeguarding Children & Young People

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.





Person Specification

Qualifications & CPD

- 5 GCSE passes A* to C or equivalent (inc. English and Maths) (E)
- Educated to A Level or equivalent (D)
- Educated to Degree Level (D)
- SNCO or Commissioned Service in the Regular, Reserve or Cadet Forces (E)
- NGB Qualification in ML/ LL/ BEL (with evidence of currency) (D)
- Other Outdoor qualifications RCI/CWI/Paddle Sports (D)
- DofE qualifications (Assessor, Intro to DofE, Supervisor) (D)
- First Aid at Work (D)
- Level 3 Award in Education and Training (PTLLS) (D)
- Ancillary Range Duties Qualification (D)
- Skill at Arms Instructor (D)
- Full UK Driving License (E)
- D1 Minibus License / MIDDAS Trained (D)
- Additional qualification/ evidence of CPD relevant to the responsibilities of the post (D)
- Willingness to upskill to meet desirable criteria through training within 12 months of appointment (E)

Experience, Skills & Knowledge

- Minimum of 2 years' experience in a similar role (E)
- Excellent oral and written communication skills (E)
- Experience in leading cadets and instructors (E)
- Accuracy and attention to detail (E)
- Ability to consult and negotiate with external agencies to reach the best outcome for the Trust (E)
- High level of ICT skills including a strong working knowledge of Microsoft Office applications and Cadet MIS (Bader, Westminster etc) (E)
- The ability to relate to staff, students and visitors (E)
- The ability to manage a busy diary (E)
- Previous experience of working within an educational setting (D)
- Understanding of educational software systems including MIS Systems (D)
- Experience of line management (D)
- Experience and/or knowledge of the Academy sector (D)
- Experience working in alternative provision (D)

Personal Qualities

- Responsibility for own professional development and be willing to partake in further staff development (E)
- The ability to motivate, support and challenge (E)
- The ability to promote and maintain quality control in all aspects of work (E)
- A team player with energy, commitment, enthusiasm and resilience (E)
- The ability to prioritise workloads and to work to given deadlines (E)
- The ability to adapt to change within the working environment (E)
- The ability to maintain confidentiality (E)
- A commitment to equality and diversity policies (E)
- A commitment to Health and Safety (E)
- A commitment to child protection and safeguarding (E)

(E) - Essential, (D) - Desirable



How to apply

Great Schools Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to safer recruitment practices including satisfactory references and an enhanced DBS check.

For more information, please email: Ted Roberts at t.roberts@greatschoolstrust.com

Submitting your application

Applicants should submit an application form and a covering letter of application which fully addresses the competencies outlined in the job description and person specification. Completed applications should be sent to HR Business Partner, Dominique Stead at d.stead@greatschoolstrust.com

Closing Date for Applications: Friday 13th September

Interviews

Interviews Friday 20th September

Data Protection

Protecting your personal data is of the utmost importance to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide us with will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR). You have the right to object to us processing your data in this way.

Benefits

We want all our staff to feel rewarded and motivated and have created a wide range of generous and competitive employee benefits and rewards for staff to enjoy, if successful you will enjoy; the ability to work at home; access to the local government pension scheme; generous holiday entitlement of 30 days for support staff; good occupational sickness and maternity schemes; access to high quality CPD and career progression; a culture of supporting wellbeing and much more.

