



Job Description and Person Specification

Trust Lead for Personal Development



Trust Lead for Personal Development

Salary: Leadership Spine

Purpose of the post

We understand that the curriculum should extend beyond the academic. This post will ensure that our students develop in many diverse aspects of life and benefit from a thoroughly robust Personal Development Curriculum that is weaved throughout each school within the Laurus Trust.

The Laurus Trust Director of Personal Development will demonstrate passion, vision, deep subject knowledge and a commitment to developing all aspects of Personal Development including SMSC and RSE.

To whom the post holder reports

Director of Education & Heads of School.

Generic responsibilities – to meet all the teacher standards including the following specific duties:

1. Prepare and teach lessons of a high standard to the assigned students:
 - Following designated programmes of study
 - Carrying out the necessary assessments
 - Providing information/comments for records
 - Monitoring students in accordance with agreed departmental strategies
 - Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, P&P etc.
 - Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials
 - Participate in the applications of the departmental Preparation and Planning (P&P) Policy
 - Work closely with and consult those teachers who are also responsible for similar curriculum areas ensuring continuity and progression for students
 - Engage with continuous professional development
 - Contribute to extra-curricular provision/intervention with particular regard to hard to reach groups.

A school leader is expected to carry out the duties of a schoolteacher as set out in the latest school teacher's Pay and Conditions Document. In addition, they are to assist the Head of School in the organisation, management and leadership of the school, undertaking key duties of a senior leader on a regular basis and deputising for the Head of School should a Deputy Head not be available. School leaders are expected to use their initiative and judgement with the school's aims

and values, in line with the School Improvement Plan and to demonstrate accountability to the Head of School and Governors of the school.

A person appointed as a leader in a school, in addition to carrying out the professional duties of a teacher other than a Head of School including those duties particularly assigned by the Head of School, must:

Play a major role under the overall direction of the Head of School in

- (a) formulating the aim and objectives of the school
- (b) establishing the policies through which they are to be achieved
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement.

Undertake any professional duties of the Head of School reasonably delegated by the Head of School.

Shaping the Future

- To lead Personal Development across the Laurus Trust – developing an innovative and interesting Personal Development curriculum within timetabled lessons and across wider subject departments
- To ensure all teachers involved in the delivery of a Personal Development curriculum are actively engaged in their own professional learning
- To ensure that each school within the Laurus Trust responds to the diverse needs of their individual communities whilst at the same time carrying out their statutory duty
- To work as a team with the Trust Director for Humanities and Trust Lead for Geography to shape the delivery and content of Beliefs and Values

Responsibilities Specific to the Post

- To develop the Laurus Trust intention for provision of personal development for all students and ensure the quality with which the schools within the Laurus Trust implement this
- To be responsible for driving, with each Head of School, the implementation of a Personal Development curriculum
- To lead on the collaboration between curriculum areas in order to plan and deliver a personal development curriculum
- To take develop, enhance and then deliver the existing Laurus Trust response to the 2020 updated guidance on RSE and HE
- To support the delivery of a personal development curriculum through appropriate Professional Learning, staff training and procurement of relevant external agencies, charities and professionals
- Work across the Laurus Trust schools to ensure effective provision for pupils' spiritual, moral, social and cultural education. Influencing the wider work of each school including assemblies and curriculum days
- To ensure that the Laurus Trust promotes the extensive personal development of students through effective use of Citizenship, PSHE, SRE, HE and Religious Education within a coherent plan of delivery and review

As a leader in the Laurus Trust you will:

- show unswerving commitment to the shared vision and values
badge on shirt
- demonstrate impeccable standards of competency within areas of expertise.
- focus on learning
- have a sense of urgency for sustainable results
does whatever it takes
- challenge the status quo
eye on the horizon
- strive for autonomy whilst securing accountability
develops agency in others
- focus on team over self
demonstrates self-sacrificial leadership
- commit to continuous improvement for self and others
recognises that better is possible
- build trust through clear communication and expectations
develops commitment to the vision in others

As your sphere of influence grows, so grows your responsibility for stewardship of these guiding principles and qualities.

Person Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|-------------------------------------|--|--|--|
| 1. Education and training | Qualified teacher status Good Honours Degree (2:2 or better) | Relevant Leadership National Professional Qualification. | Application form |
| 2. Relevant Experience | Successful track record of teaching KS3 and KS4. | Leadership of whole school improvement project(s). | Application form / supporting statement / interview |
| 3. Knowledge and skills | Awareness of the need to adopt a variety of teaching approaches to suit students' needs Principles and practices of effective teaching and learning Preparation of schemes of work and lessons Knowledge and understanding of subject area(s) Principles and practices of monitoring/assessment/evaluation The application of technology to learning and teaching in subject area(s) | Knowledge of statutory guidance (2020) for RE, RSE and HE. | Demonstration lesson / interview / letter of application |
| 4. Classroom management | Confident and innovative teaching. High expectations of student behavior and establishment of a clear framework to promote self-control and independent learning | | Demonstration lesson / interview / reference / letter of application |
| 5. Personal and Professional values | Passionate about delivering an innovative and interesting Humanities curriculum Enthusiastic and able to engender enthusiasm in others Creative and interested in the Humanities Team player A high degree of personal organisation Ability to work under pressure and meet deadlines Good communication skills Professional approach Excellent attendance and punctuality Effective communication and organisational skills Initiative Energy, optimism and enthusiasm Ability to be a team player Commitment to an inclusive ethos with the view that "Every Child Matters and Can Achieve" Flexible Approachable | | Interview / demonstration lesson / letter of application / reference |

September 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Trust Lead Priorities 2019/2020

1) Maintain the high performance at CHHS

2) Supporting new departments to establish and proffer relevant curriculum and pedagogy support as the need arises.

Each new school has its own challenges and initial work in these schools will focus on whole school priorities as directed by the relevant Head of School. Trust Leads to act as critical friend/mentor/coach dependant on need and experience of new subject leader.

3) Ensuring QA

For the first three years (at least) we will have no objective measure of academic success. Trust Leads need to establish links between schools at relevant age groups to ensure that assessments are robust and the data produced can be effectively extrapolated to inform future headlines.

4) Ensuring stable and purposeful growth

As new departments begin to establish TLs to support with selection and recruitment, where required, and providing any departmental support/training as required.

Working as Trust Lead

Much of the work of the Trust Leads is rightly focused on their own departments and their continued development. However, it is important that the team meet on a regular basis to discuss barriers to progress and establish how we can move forward. These meetings will directly feed into and from MOSH.