

## Head of Personal Development & Tutoring

### ROLE OVERVIEW

**Job Title:** Head of Personal Development

**Grade:** £49,451 - £55,429

**Hours:** 37 per week (1FTE)

**Contract:** Permanent

**Faculty:** Personal Development

**Responsible to:** Assistant Principal

**Functional Links with:** Senior and College Leadership Teams, all staff in the faculty, all College staff

**Direct Reports:** Student Experience Manager, Careers Lead, Tutorial Area Managers

### KEY ROLE OBJECTIVES

To develop and implement the personal development strategy for the College, via Tutors, the Careers function and the Student Experience Team. The aim is to oversee a robust framework of personal development that has a meaningful impact on all students, in terms of wellbeing, careers and personal growth.

#### 1. MAIN RESPONSIBILITIES:

- 1.1 Work with the Assistant Principal and Head of Teaching & Learning to improve and implement a coherent personal development curriculum and strategy that supports our aims.
- 1.2 To implement the strategy, scheme of work and processes to achieve maximum impact.
- 1.3 To oversee the tutorial process, via Tutorial Area Managers, ensuring the personal development scheme of work is developed and delivered in an engaging, relevant and consistent way throughout the whole college. Tutoring at Exeter College is outstanding, partly because our tutors are all teaching staff, who know their students well. The personal development framework currently has 5 core themes: health and wellbeing, next steps, safety, citizenship and EDI. You'll lead by example, with your own tutor group and a limited teaching timetable.
- 1.4 With support from the Head of Teaching & Learning, devise and update materials to be delivered at tutorials, responding quickly to the developing government agenda, regulatory requirements and the latest world events.
- 1.5 To lead the Careers function via sound management of the Careers Lead. Oversee the coordination and delivery of a calendar of careers events and support, including UCAS applications.
- 1.6 Take steps to ensure careers is embedded in the curriculum and that the service is welcoming, dynamic and inspirational.
- 1.7 Lead and manage your team, providing support, setting high expectations and challenging your team to meet them.
- 1.8 Lead the Student Experience team, responsible for the College's full range of clubs, societies, events and extracurricular activities. Ensure that wellbeing events are well planned and managed, and that



wellbeing is a central part of the student experience.

- 1.9 To proactively keep up to date with emerging trends in the field of personal development - preparing for and responding to them as appropriate. The postholder should take pride in the College's approach leading the way in our sector.
- 1.10 Build ongoing and strong relationships with external bodies and employers, in terms of careers, best practice and the latest themes within personal development.
- 1.11 Take on relevant projects and drive them forward to completion, together with colleagues.
- 1.12 Lead by example by delivering tutorials and teaching yourself.
- 1.13 To work with Senior Leadership Team (SLT) directly, where required.
- 1.14 Be aware of College Health and Safety procedures, ensure compliance with Health and Safety requirements and maintain the work area in a safe and tidy condition.

## 2. MANDATORY DUTIES

- 2.1 Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
- 2.2 Commitment to equal opportunities.
- 2.3 Commitment to British Values and the Prevent Agenda.

## 3. OTHER

- 3.1 Secure the college's reputation through professional and excellent customer service
- 3.2 Participate in training as required

## ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the review date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**Reviewed:** September 2024

# Person Specification

## Head of Personal Development & Tutoring

### Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

#### Experience

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##### **Essential Criteria:**

- Qualified teacher
- Track record of outstanding teaching and curriculum development (A/I)
- Experience of excellent curriculum development (A/I)
- Leadership and people management experience (A/1)

##### **Desirable Criteria**

- Leadership of pastoral function within an education setting and/or experience as Head of Year or Head of Sixth Form (A)

#### Skills and Abilities

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##### **Essential Criteria:**

- Sets and responds to challenging personal and team objectives (A/I)
- Excellent communication skills, including presentations and written communication (I)
- Excellent project management and organisational skills, including attention to detail (A/I)
- Works effectively under pressure and to deadlines (A/I)

#### Personal Qualities

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##### **Essential Criteria:**

- Can demonstrate adaptability, flexibility and resilience (A/I)
- Passionate about personal development and the impact it can have on young people (A/I)
- Show initiative, a self-starter (A/I)
- Motivated to achieve high performance (A/I)
- Committed to quality, accuracy and attention to detail (A/I)
- A positive, enthusiastic approach - focussed on solutions, not problems (A/I)
- Works effectively under pressure, able to manage high workload (A/I)
- Empathetic (I)
- Effective team player, energised by problem solving and creative solutions (A/I)
- Ability to present ideas and lead (A/I)

##### **Desirable Criteria:**

- Committed to making a difference in education and training (A)

## Qualifications

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### Essential Criteria

- Honours Degree, Level 4 qualification, or relevant experience

### Desirable Criteria

## Mandatory Requirement

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### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to EDI (I)
- Commitment to British Values and the Prevent Agenda (I)

**Reviewed:** September 2023



# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.