



Job Title	Head of Personal Development
Grade/Salary	MPS/UPS plus TLR2c (plus London Fringe Allowance)
Job Type	Full-time, permanent
Date Required	1 st September 2024
Closing Date	Friday 19 th April @ Midday
Interview Date	W/C 29 th April, 2024
Reporting To	AHT Character and Culture

Details

We want to change how the Personal Development curriculum is delivered at Bromfords, and develop an innovative, exciting and inspiring new model. We are looking for a candidate with experience of successfully leading change who can be part of shaping this new strategic approach, and who can then turn the vision into reality.

Principal Responsibilities

- Leadership and delivery of the Personal Development curriculum.
- Develop an engaging, exciting and wide-ranging Personal Development curriculum including all statutory and non-statutory PSHE and RSE elements, that is delivered through Personal Development lessons, tutor time, assemblies, and other whole school opportunities.
- Work with the Heads of Year to ensure that tutor time and assemblies offer high quality experiences that are in line with the Personal Development programme plans.
- Work with the Safeguarding Team to ensure that the Personal Development programme responds swiftly to new issues and emerging student needs.
- Work with Heads of Department and Heads of Year to identify opportunities and support engaging Personal Development opportunities for students across the whole school.
- Develop an appropriate way of tracking and monitoring students' progress and achievements in Personal Development throughout their time at Bromfords.
- Monitor and support colleagues involved in the delivery of the Personal Development curriculum.
- To be accountable for student progress by liaising with teaching and support staff to monitor and support individual children and teaching groups

General Duties

- To carry out a share of supervisory duties in accordance with published rosters
- To participate in appropriate meetings with colleagues and parents relative to the above
- To assess student progress to provide detailed feedback to students, staff, parents and SLT.
- Motivate and progress students' learning by using clearly structured, engaging teaching and learning strategies.
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom
- Use behaviour management strategies, in line with school policies and procedures, to contribute to a purposeful learning environment and positive engagement





Additional Duties

- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- At all times carry out duties with due regard to the school's safeguarding and Health and Safety policies
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies

Key Attributes

- Ability to organise and prioritise workloads
- Have highly effective communication skills (both written and verbal)
- Demonstrate a high level of attention to detail
- Ability to identify stakeholders' needs quickly and deal with queries
- Demonstrate reliability, tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Work in a team with collective goals, whilst being able to work on your own initiative
- A firm yet caring approach
- The ability to undertake a variety of tasks, often at the same time
- The ability to "Think outside of the box"
- The ability to relate to both students and adults
- Be a hard worker

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

About the School

Our school is making rapid progress since its inspection in November 2022. A recent review by the Local Authority commented on the 'sea change' noted in students' behaviour and the culture and ethos of the school. Our 2023 outcomes were the best set of Key Stage 4 results achieved by Year 11 students since 2016. Our Year 7 intake continues to be oversubscribed.

Our school is a strong, caring community underpinned by our three core values of achieve, enrich and prepare. Our school's culture is focused on the principles of high expectations and aspirations for all members of our community; actions and conversations, however difficult, are always underpinned by kindness; that we communicate and share success; that we value each other's views and opinions; decisions are evidence based and student centred.

Early Career Teachers undertake a fully inclusive and supportive induction programme and are mentored continually throughout their term of training to ensure guidance is on hand at all times. This is complemented by the robust two-year Early Career Framework programme.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS clearance, satisfactory medical checks and 2 satisfactory references.





About the Trust

We are a small Multi Academy Trust based in the South-East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives. Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (**Subject to eligibility criteria*)

- Employer Pension Contribution
 - Access to the "Cycle to Work" scheme
 - Eye test vouchers in partnership with Specsavers
 - Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
 - Virtual GP Access - including minors 16 and under
 - Annual onsite flu vaccination programme
 - Free tea and coffee provided daily and cake on Fridays
 - Discounted Tastecard subscription
 - A Wellbeing week every half term (this includes no afterschool meetings)
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How to apply

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/recruitment-documents/>

If you have any questions, please do not hesitate to contact Naz Choudhury, HR Assistant by email to recruitment@bromfords.essex.sch.uk

We look forward to hearing from you.





Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Supportive reference/s Well-structured supporting letter 	
Qualifications	<ul style="list-style-type: none"> Qualified Teacher status Degree in a relevant subject 	
Experience	<ul style="list-style-type: none"> Evidence of successful classroom teaching Track record of teaching and motivating all ages and abilities (at Key stages 3 and 4) Ability to demonstrate high standards of classroom practice Experience of successfully leading change 	<ul style="list-style-type: none"> Experience of Middle Leadership
Professional Development	<ul style="list-style-type: none"> Ability to motivate and encourage students across the age and ability range Ability to work successfully as part of a team, sharing good practice 	<ul style="list-style-type: none"> Ability to communicate effectively in a variety of situations Ability to offer teaching in other subject disciplines
Skills	<ul style="list-style-type: none"> Knowledge and experience of using a wide range of teaching and learning strategies (including successful use of differentiated material) Knowledge of effectively using assessment data to inform teaching and learning 	<ul style="list-style-type: none"> Use of ICT in supporting all aspects of school and professional life A clear vision and understanding of the needs of secondary students
Special Knowledge	<ul style="list-style-type: none"> Ability to demonstrate enthusiasm and sensitivity whilst working with others Caring attitude towards students and parents A good health and attendance record Emotional stability, can cope with pressure and use humour to good effect 	<ul style="list-style-type: none"> Ambition to progress further in due course Flexibility and adaptability in order to be able to mix and work with a wide range of people Interests beyond teaching/school Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community
Personal Attributes	<ul style="list-style-type: none"> Ability to work hard under pressure Ability to prioritise and meet deadlines Commitment to continued personal development Commitment to contribute to the wider life of the school Good attendance and punctuality record 	