

Job title: Personal Development Curriculum Lead Maternity Cover

Grade: TMS/UPS + TLR2a + SEN allowance

Reporting to: Principal

1. PURPOSE OF JOB

The curriculum will take lead responsibility for providing leadership and management for the Personal Development curriculum to secure:

- High quality teaching
- Effective use of resources
- Planned curriculum which meets statutory guidance and provides students with a range of enrichment opportunities

The Personal Development curriculum is made up of:

- PSHE
- Work Related Learning/Careers Education Information and Guidance
- Student wellbeing
- Enrichment opportunities

These may be reviewed as part of ongoing curriculum review process.

2. MAIN DUTIES AND RESPONSIBILITIES

These duties and responsibilities should be read in conjunction with the Teachers' Pay and Conditions Document and Teachers' Standards

Strategic direction

- Create a climate which enables staff to develop and maintain positive attitudes towards the curriculum and confidence in delivering it
- Establish a clear, shared understanding of the importance and role of the curriculum in supporting pupils to thrive personally and academically
- Ensure that the school meets the statutory guidance for SRE and Careers provision, including the Gatsby Benchmarks

Teaching and learning

- Teach across the curriculum, in discussion with the Senior Leadership Team about the needs of the school and the skills/experience of the post holder
- Ensure curriculum coverage, continuity and progression in the different subject areas with a focus on curriculum intent

- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils to include a thorough understanding of teaching students with SEND
- Evaluate the teaching of the curriculum in the school and support staff to improve further the quality of teaching where appropriate
- Develop effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding

Leading and managing staff

- Help staff to achieve constructive working relationships with pupils and parents
- Further develop quality first SEND teaching and learning across your area of responsibility
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate
- Appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s)
- Lead professional development of subject staff through team meetings
- To ensure that the aspects of the School Development Plan are implemented effectively and align with the overarching vision for the school
- Enable teachers to achieve expertise in their subject teaching
- Work with the SENDCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to pupils' needs

Efficient and effective deployment of staff and resources

- Establish staff and resource needs for the subject and advise the Principal and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money
- Advise the Principal on the deployment of staff involved in the subject to make sure the best use of subject, technical and other expertise
- Make sure the effective and efficient management and organisation of learning resources, including working with the Online Learning Manager to ensure that teaching resources are available for resources offsite
- Make sure that there is a safe working and learning environment in which risks are properly assessed

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

4. SUPERVISORY RESPONSIBILITY

Teachers and other staff delivering within personal development curriculum

5. SUPERVISION RECEIVED

Overall supervision received from the Principal. Team meetings and regular support will be offered. The post holder will be expected to plan their own work, balancing the priorities of different work streams.

6. SPECIAL NOTES OR CONDITIONS:

All Voyage Learning Campus employees are responsible for promoting and safeguarding the welfare of children and young people.

Voyage Learning Campus is a multiple site school, and although the post holder will generally work within a specific site they may be required to work from an alternative site, when necessary, to support the efficient running of the Campus.

The post holder will be required to generally work without direct supervision and use their own initiative. Much of the work undertaken is of a highly confidential nature. The post holder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the Campus they may on occasions be exposed to information that they may find upsetting.

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out. The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect and anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Degree• Successful teaching experience (preferably in a range of settings)

Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum and statutory element of personal development curriculum and how to deliver them across our three provisions • Knowledge of effective teaching and learning strategies to include a comprehensive understanding of teaching students with SEND, in particular SEMH • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Experience of effective leadership • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies and trauma informed approaches • Good ICT skills, particularly using ICT to support learning • Data analysis skills, and the ability to use hard and soft data to set targets and identify areas of improvement • Effective communication and interpersonal skills • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • A belief that all students deserve a second chance and advocate for this • Commitment to advocate for vulnerable young people and challenge negative stereotypes