



Lord Grey Academy
Lord Grey
Can



Personal Development Lead

TOVE Learning Trust
MPS/UPS
TLR 2C £8,279

Required for September 2025

Application pack contents

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





Lord Grey Academy

Lord Grey Can



Welcome from the Principal

Welcome to Lord Grey Academy

Thank you for your interest in joining Lord Grey Academy. We are a diverse, vibrant, and supportive community where both students and staff flourish due to our belief that all at Lord Grey Can! At Lord Grey, we believe in fostering an environment where everyone feels valued, respected, and empowered to reach their full potential and has a strong sense of belonging.

Our mission is clear: to provide an outstanding education that opens doors to life-changing opportunities for our students and the personal development curriculum is key to achieving this. We are relentless in our pursuit of excellence, blending academic rigour with compassion to ensure that every student feels inspired and capable of achieving their best. We cultivate an "I can achieve anything" attitude that is at the heart of everything we do. This ethos is embodied in our motto, *Lord Grey Can*, which serves as a reminder that there are no limits to what we can achieve together.

A Strong, Supportive Community

At Lord Grey Academy, we are more than just a school; we are a close-knit community. Our students benefit from a nurturing environment where strong relationships between peers, staff, and families ensure everyone feels part of something special. Pastoral care is at the heart of our success, with a dedicated team that ensures every student feels supported and included, no matter their background or individual needs. Our commitment to building purposeful and personal relationships helps guide students toward success. We work alongside parents, carers, and external agencies to provide the best support for each child. This collaborative approach ensures that every student has access to the resources and encouragement they need to thrive.

Celebrating Our Achievements and Growth

Lord Grey Academy has made incredible strides since becoming an Academy in 2018 and joining the Tove Learning Trust. Our rapid journey of improvement has already positioned us as the school of choice in the local area, and we are proud to be oversubscribed in all year groups. Our partnership with PSG (Paris St. Germain) has further strengthened our approach. This collaboration has provided invaluable resources and expertise, helping us accelerate our progress and further enhance the learning experience for our students. We are winners of several accolades: MK Secondary School, MK Inspiring Secondary School, MK Maths Team of the year and recently our Diversity Champion award for MK Multicultural Awards. The academic success of our students has also gone from strength to strength with last year results in over 6 subjects being above National Averages!

We are immensely proud of the positive behaviour and caring attitudes displayed by our students. Their respectful and harmonious approach to learning fosters an environment where academic success thrives. As a school, we are deeply committed to not only achieving excellent academic results but also nurturing compassionate, respectful, and confident young adults ready to make their mark on the world.

A Great Place to Work and Grow

At Lord Grey Academy, we believe that our staff are key to our success. We pride ourselves on providing a supportive, collaborative, and inclusive working environment where staff are encouraged to develop their skills and progress in their careers. We have a high-quality CPD programme and are committed to ensuring that every member of staff has the opportunity to grow professionally and personally.

We understand the importance of work-life balance and strive to create a culture that reduces unnecessary workload and promotes well-being. The strong sense of community within our Academy is reflected in how our staff support one another, creating a positive and motivating atmosphere for everyone.





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We Welcome You to Join Us

We hope that by reading this booklet and exploring our website, you will feel inspired to apply to become part of the Lord Grey Academy family.

We are excited about the possibility of you joining us and look forward to meeting you.

Together, we can continue our journey of excellence, ensuring that every student at Lord Grey can achieve their very best.

Lord Grey Can

Samantha Satyanadhan
Principal



Information about the role

Due to a colleague moving away from our locality, we are looking to recruit a Personal Development Lead role to our Academy.

This is an exciting opportunity to join our Academy with a clear focus on PSHE/RSE, Tutor Time, Student Leadership, extra-curricular and enrichment opportunities. The role of a Personal Development Lead is crucial in shaping the holistic education of students beyond academic achievement and supporting them to become the very best they can be. The effective leadership and coordination of these elements contributes significantly to the formation of resilient, responsible, and confident young people who are prepared for life beyond school. Our character values are a very important part of our academy and this role will be fully aligned in ensuring we meet those values fully.

This role will work closely with the Principal and Vice Principal Curriculum and Personal Development. The successful candidate will lead PSHE across the Academy Student Leadership and its thriving Council, coordinate Tutor time and ensure extra-curricular develops student character and leads to further experiences.

Ideally, the successful candidate will also teach PSHE and offer another subject.

What are we looking for?

1. Coherent Vision and Strategic Oversight: A Personal Development Lead provides strategic direction and ensures a cohesive approach to personal development. Without clear leadership, PSHE, extra curricular, and tutor time can become fragmented or tokenistic. At Lord Grey we firmly believe that the Personal Development curriculum is equally as important as the academic curriculum and the successful candidate will have the support of the Senior Leadership Team in driving this forward. A dedicated lead will ensure alignment with ever-evolving statutory guidance (e.g., DfE and Ofsted frameworks) and the school's values, promoting a consistent message across all year groups.

2. Impactful PSHE Curriculum: High-quality PSHE education supports students' mental health, relationships, physical wellbeing, and understanding of the wider world. The Personal Development Lead will ensure the curriculum is:

- Sequenced and age-appropriate
- Responsive to local and national safeguarding issues (e.g., consent, online safety, extremism)
- Delivered confidently by staff, with appropriate CPD and resources
- Monitored and evaluated through student voice, lesson drop-ins, and feedback, ensuring it is meaningful and motivational and not just compliant.

3. Purposeful Tutor Time: Tutor time is a key opportunity to build relationships, reinforce values, and deliver personal development in a structured and impactful way. The lead will ensure that tutor programs include:

- Character education and values-based discussions
- Metacognition, study and revision skills
- Weekly themes (e.g., wellbeing, diversity)
- Current affairs and assemblies

Coordinated effectively, tutor time becomes more than just administrative – it supports daily pastoral care and reinforces school culture.



4. Broad and Equitable Extra-Curricular: Enrichment activities provide students with the opportunity to explore interests, develop talents, and gain cultural capital. The Personal Development Lead oversees a rich offer that:

- Is **inclusive and accessible** to all pupils, especially disadvantaged
- Links to Gatsby Benchmarks and supports personal development and career pathways
- Promotes **participation, confidence, and engagement** outside of the classroom
- Contributes to the development of our values.

The Personal Development Lead will also evaluate uptake and outcomes to ensure no group is left behind and be keen to access student voice to ensure the offer meets the needs of our students.

5. Empowering Student Leadership

Student leadership helps pupils develop voice, agency, and a sense of responsibility. The Personal Development Lead ensures:

- A structured and tiered approach (e.g: student council)
- Genuine opportunities for students to influence school life and decision-making
- Leadership development through training, mentoring, and public speaking

This not only enhances the individual students but builds a more democratic and inclusive school culture and contributes to the development of strong cultural capital and oracy.



JOB DESCRIPTION

PERSONAL DEVELOPMENT LEAD

Our motto is: Lord Grey Can.

Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

The job description defines the responsibilities of the post holder as being:

- under the reasonable direction of the Principal to carry out the professional duties of a school teacher
- to comply with "Health and Safety" at Work legislation
- all teaching staff must adhere to all aspects of the Teachers' Professional Standards
- a commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- job descriptions are subject to review and amendment

Responsible to: Vice Principal Quality of Education/Personal Development

Working hours: This is a full-time post

Pay Scale: MPS/UPS + TLR 2c

Core Purpose:

To lead and coordinate the Academy's provision for personal development, ensuring a high-quality, coherent programme that encompasses PSHE, tutor time, extracurricular activities, and student leadership. The postholder will play a key role in shaping students' character, wellbeing, and readiness for life beyond school.

Key Responsibilities

1. Strategic Leadership of Personal Development

- Develop, implement and evaluate a whole-school strategy for personal development in line with DfE and Ofsted frameworks.
- Promote a values-led culture that supports students' personal growth and wellbeing across the curriculum and beyond.
- Ensure coherence across all aspects of the personal development programme, integrating it with school priorities such as safeguarding, behaviour, and equality.

2. PSHE/RSE Education

- Design and lead a spiral, age-appropriate PSHE/RSE curriculum that addresses statutory guidance and current safeguarding priorities.
- Oversee the quality of delivery through staff training, lesson monitoring, and student feedback.
- Ensure PSHE supports pupils' spiritual, moral, social, and cultural (SMSC) development, in addition to British Values and our Lord Grey Values.



3. Tutor Time and Assembly Programme

- Lead the design and delivery of a purposeful tutor time programme that includes metacognition/ study skills, wellbeing, character education, and current affairs.
- Coordinate the school's assembly calendar, ensuring weekly themes align with personal development priorities.
- Support tutors with guidance, resources, and training to deliver consistent and impactful sessions.

4. Enrichment and Extracurricular Activities

- Develop and promote an inclusive enrichment programme that extends learning beyond the classroom and promotes student engagement and cultural capital.
- Monitor and analyse participation, identifying gaps and implementing strategies to ensure equity of access for all pupil groups.
- Collaborate with curriculum and pastoral leads to ensure activities link to careers, wellbeing, and school values.

5. Student Leadership and Voice

- Coordinate and grow a structured student leadership programme (e.g., school council, peer mentors, subject ambassadors).
- Provide leadership development opportunities for students, including training, mentoring, and public speaking.
- Create systems that allow meaningful student voice to influence school life, policies, and improvement planning.
- Support staff CPD related to personal development and student wellbeing.

Meeting the professional duties of all teachers (School Teachers' Pay and Conditions Document) summarised as follows:

Teaching and Learning:

- 1) Under the reasonable direction of the Principal to carry out the professional duties of a school teacher and adhere to all aspects of the Teachers' Professional Standards
- 2) A commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- 3) To maximise progress for all classes taught by you
- 4) To teach PSHE and offer another subject at Key Stage 3, 4 and, if appropriate, in the Sixth Form
- 5) To teach in line with faculty and School policies on e.g. assessment, teaching and learning, homework, student behaviour contribute to learning opportunities within the formal and extended curriculum.
- 6) To ensure student progress against prior attainment, at least in line with national averages and progress targets
- 7) To contribute to the profile of your teaching subject(s) within the School
- 8) To be responsible for a classroom or teaching area and its impact on learning (e.g. through superb displays) and the organisation of learning resources for yourself and within your department
- 9) To regularly review and evaluate teaching and learning in lessons and across schemes of work
- 10) To enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool



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- 11) To involve parents in behavioural issues in line with School policies
- 12) To ensure the effective and efficient deployment of classroom support
- 13) To work as a member of designated teams and to contribute to the building of teams within the School
- 14) To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Curriculum and Assessment

1. To plan appropriate lessons to meet the learning needs of all students including those of:
 - i. the higher prior attaining,
 - ii. Looked After Children,
 - iii. of EAL and 'groups within groups' students and
 - iv. of those students with Special Education Needs or who are Pupil Premium
2. To evaluate and review lesson plans
3. To contribute to the planning of Subject Schemes of Learning
4. To create and manage resources for the teaching of lessons
5. To assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and School policies
6. To use assessment to inform curriculum planning, teaching and learning
7. To assess accurately to help students meet their Target Grades
8. To act on feedback from examination boards on the quality of marking, moderation and assessment
9. To assess students' work accurately and regularly with good quality feedback on how to improve, given in a variety of ways
10. To work within School curriculum policies on key themes e.g. Citizenship, Enterprise, Literacy, Work Related Learning, British Values and Prevent agenda
11. To inform and involve parents in their children's learning in line with School policies and procedures.

Continuous Professional Development (CPD)

1. To take responsibility for personal CPD needs within the School's Appraisal framework
2. To monitor the impact of CPD on your own teaching and learning
3. To seek advice and support within School policies
4. To be familiar with and contribute to the School Improvement Plan and School Self Evaluation systems.

Management Information and Its Use

1. To maintain appropriate records and to provide relevant accurate and up-to-date information
2. To complete the relevant documentation to assist in the tracking of students
3. To track student progress, analyse data and use information to inform teaching and learning, on time and as per the School calendar of assessment, with all deadlines met on time.

External Communication

1. To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
2. To contribute to the development of effective subject links and other links with external agencies
3. To contribute to extra-curricular activities, and to support them with attendance, where possible.



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Other

1. The post holder is expected to be a Form Tutor
2. To comply with "Health and Safety" at Work legislation
3. To undertake School duties in line with School policies and procedures
4. To cover lessons and registration sessions for absent colleagues in line with the School Cover Policy, based on the concept of rarely cover, and in exceptional circumstances
5. To attend assemblies as required
6. A commitment to ensure the effective implementation of the School's Safeguarding and Child Protection Policy
7. To comply with any other reasonable requests from the Principal when there are exceptional circumstances
8. To undertake such duties as may from time to time be reasonably assigned by the Principal.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed: _____

Date: _____



Person specification

Education and Training	Essential	Desirable	How evidenced
Qualified Teacher Status (QTS)	✓		A I
Relevant degree	✓		A I
Evidence of continued professional development related to leadership or personal development	✓		A I
NPQML, NPQSL, or equivalent leadership qualification		✓	A I
Experience	Essential	Desirable	How evidenced
Successful teaching experience at secondary level	✓		A R
Experience of supporting staff development or leading CPD	✓		AR
Experience of leading/coordinating whole-school or cross-curricular initiatives		✓	A
Experience in designing and delivering a PSHE or tutor time programme	✓		A
Experience of planning, delivering, or monitoring enrichment or extra-curricular provision	✓		A
Experience of leading student voice or student leadership initiative		✓	A
Knowledge and Understanding	Essential	Desirable	How evidenced
Secure understanding of the statutory PSHE and RSHE curriculum	✓		A
Understanding of the Ofsted framework, particularly the Personal Development judgement area	✓		A
Awareness of current issues affecting young people, including safeguarding, mental health, and online safety	✓		A I
Knowledge of EEF guidance or evidence-informed approaches to implementation and school improvement		✓	A
Leadership and Personal Qualities	Essential	Desirable	How evidenced
Strong communication, interpersonal, and organisational skills	✓		A I
Ability to lead and inspire colleagues and students	✓		A I
High levels of personal integrity, professionalism, and confidentiality	✓		A I
Ability to work effectively with a wide range of stakeholders, including parents, governors, and external agencies	✓		A I

A – Application form I – Interview R - Reference



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PERSONAL DEVELOPMENT LEAD

Required for September 2025

**TOVE Learning Trust MPS/UPS
TLR 2C**

Due to a colleague moving away, we require for September 2025 a dynamic, hardworking and committed teacher to join our team as Personal Development Strategic Lead. It would be advantageous to be able to teach PSHE and offer another subject.

This is an exciting opportunity to join our Academy to work at a senior level working with highly motivated staff, enthusiastic students, supportive parents and knowledgeable and effective Local Governing Body. We are a hardworking, dedicated and supportive learning community, we truly believe that Lord Grey Can.

The Personal Development Lead plays a pivotal role in shaping the holistic education of students by strategically coordinating PSHE, tutor time, enrichment, and student leadership across the school. This role ensures a cohesive and inclusive personal development programme that promotes student wellbeing, character, and readiness for life beyond school. Through effective leadership, curriculum planning, and collaboration with staff and students, the postholder will embed a values-driven culture, enhance pupil engagement, and contribute significantly to the school's personal development priorities under the Ofsted framework.

Lord Grey Academy is part of the well-established and successful Tove Learning Trust and we enjoy the support and challenge that being part of a multi academy trust brings. The development of our Lord Grey curriculum and focus on high quality teaching and learning is at the heart of what we do and we hope that you will want to join us as we continue on our journey of continuous school improvement.

A series of activities including lesson observation, leadership tasks and a formal interview will form the selection criteria.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Tuesday 20th May 2025. Interviews will be held on Thursday 22nd May 2025. Details on how to apply for this post are in the How to Apply Section of this booklet.

Only successfully short listed candidates will be contacted.





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Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.

Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.





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How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.

How to Apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 2 sides of A4.

