



# Grace Academy Solihull

## Job Description



Vert using this job description: Role:

Personal Development Coordinator

Responsible to: Assistant Principal  
Based at: Grace Academy Solihull  
Hours: 37 hours per week, 41 weeks per year  
Grade: Band I

### **Job Context**

The role of a Personal Development Coordinator 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 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 Assistant Principal for Personal Development. The successful candidate will coordinate Personal Development across the Academy, including student leadership, cultural capital, RSHE, British Values, coordinate tutor time and ensure extra-curricular develops student character and leads to further experiences.

### **Key Responsibilities**

- **Coordination of Personal Development** - 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. Work with other department leads, including curriculum, literacy, careers, ethos and safeguarding to ensure that the Personal Development Programme is active and effective.
- **Tutor Time and Assembly Programme** – Lead and design the programme of Tutor and assembly time for the students to build relationships and reinforce values key school values in a structured and impactful way.
- **Enrichment and Extracurricular Activities** – create a broad and equitable extra-curricular programme to provide students with the opportunity to explore interests, develop talents, and gain cultural capital and ensuring that it is inclusive and accessible to all pupils, especially disadvantaged pupils.
- **Student Leadership and Voice** - embed empowering Student Leadership opportunities across the school community to help develop voice, agency, and a sense of responsibility and belonging.

### **Job Description**

#### **Coordination of Personal Development**

1. Working closely with the Assistant Principal you will support by implementing and evaluating a whole-school strategy for personal development in line with DfE and Ofsted frameworks.
2. Promote a values-led culture that supports students' personal growth, sense of belonging and wellbeing across the curriculum and beyond.
3. Support staff CPD related to personal development and student wellbeing.

4. Ensure all RSHE statutory requirements are fulfilled and outcomes from learning are measured, working alongside the PSHE curriculum lead, and responding to whole school safeguarding concerns as they arise.
5. Support with creating and delivering Religious Education learning opportunities for the whole school.
6. Coordinate, design and deliver opportunities for British Values and Citizenship to be explored across all aspects of the Personal Development Programme.
7. Promote Personal Development opportunities, clearly displaying them around the academy and understandable for all.
8. Work alongside the Careers Lead to support the Careers Curriculum.

#### **Tutor Time and Assembly Programme**

9. Lead the design and delivery of a purposeful tutor time programme that includes RSHE, British Values, Citizenship, wellbeing, character education, and current affairs.
10. Coordinate the school's assembly calendar, ensuring weekly themes align with personal development priorities.
11. Support tutors with resources, and training to deliver consistent and impactful sessions.
12. Support the quality assurance of the tutor sessions - ensuring consistency and well delivered sessions where students are actively engaged in learning.
13. The coordinator will ensure that tutor programs include character education and values-based discussions, weekly themes (e.g., wellbeing, diversity), Religious Education, national awareness days, current affairs, British Values and citizenship.
14. Plan and arrange assemblies

#### **Enrichment and Extracurricular Activities**

15. Work alongside various staff members to develop and promote an inclusive enrichment programme that extends learning beyond the classroom and promotes student engagement and cultural capital.
16. Create, manage and communicate an enrichment timetable - accessible for students, staff and parents/carers
17. Monitor and analyse participation, identifying gaps and implementing strategies to ensure equity of access for all pupil groups.
18. Collaborate with curriculum and pastoral leads to ensure activities link to careers, wellbeing, and school values.

#### **Student Leadership and Voice**

19. Coordinate and grow a structured student leadership programme (e.g., school council, peer mentors, subject ambassadors).
20. Create systems that allow meaningful student voice to influence school life, procedure and policy.
21. 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
22. Provide leadership development opportunities for students, including training, mentoring, and public speaking.

**General**

23. Be part of the team planning and delivering rewards activities throughout the year
24. Support with the administration and organisation of parents evening/Transition evening etc events and in some cases attend the event, which maybe be past normal working hours
25. Plan and deliver whole school events in line with National awareness initiatives - ensuring these are clearly visible in the school.
26. Be aware of and comply with all trust and school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
27. Carry out all duties in relation to the school's policies and codes of conduct
28. Participate in training and other learning activities as required and to participate in appraisal and professional development
29. Set high expectations of conduct, whilst acting as a good role model for others

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.