

## JOB DESCRIPTION

<b>Job Title:</b>	Project Lead for Personal Development
<b>Date last reviewed:</b>	November 2026
<b>Grade of post:</b>	Leadership Spine L3
<b>Working Hours:</b>	0.2 FTE (1 day per week)
<b>Contract Terms:</b>	1 year FTC
<b>Location:</b>	Hybrid working (Office, Schools, Home)
<b>Line Manager:</b>	Director of Education (Primary)
<b>Disclosure Level:</b>	Enhanced DBS

### JOB PURPOSE

- Implementation of the the Trust Strategy for Personal Development in Primary Schools
- To provide practical support for schools with the implementation of excellent Personal Development practice
- To support and challenge school leaders so that Personal Development curriculum, teaching and impact is as strong as possible
- To codify and share best practices through sharing / creating relevant documentation

### JOB RESPONSIBILITIES & DUTIES

Key Area	Responsibilities & Duties
<b>As Personal Development Project Lead</b>	<p>The RLT Personal Development Lead role adds capacity and strategic leadership to schools by:</p> <p>Implementing the current project plan for PD which includes:</p> <ul style="list-style-type: none"> <li>• researching, learning about and codifying best practice in PD by drawing on the most successful practice locally and nationally;</li> <li>• providing bespoke support and challenge to schools in relation to the quality of the Personal Development provision, to ensure that: <ul style="list-style-type: none"> <li>- curricula are high quality, well-planned and well-resourced</li> <li>- strategies and improvement plans are fit for purpose and effective</li> <li>- practice reflects the broader aims of the Cross-Trust strategy for PD</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• developing the quality and impact in particular of the following elements of PD: <ul style="list-style-type: none"> <li>- character education and citizenship</li> <li>- curriculum enrichment</li> <li>- anti-bullying strategies</li> <li>- mental and physical health and wellbeing</li> <li>- enhancing pupils' belonging and connectedness, including facilitation of links to family support groups - eg CfEH</li> </ul> </li> <li>• working with the Inclusion team to draw on best practice in inclusion to support both schools and parents to improve the impact of PD for pupils with SEND and those pupils from disadvantaged backgrounds</li> <li>• reporting to trustees in relation to Personal Development work</li> <li>• Working collaboratively with other leaders in Personal Development roles in schools.</li> </ul>
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## TRUST WIDE RESPONSIBILITIES FOR ALL EMPLOYEES

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

## SAFEGUARDING STATEMENT FOR ALL EMPLOYEES

The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

## Person Specification

JOB TITLE	<b>Cross-Trust Project Lead for Personal Development (Primary)</b>
GRADE/SCALE	Leadership

Qualifications	Essential	Desirable	How Assessed
<ul style="list-style-type: none"> <li>Qualified Teacher</li> </ul>	X		Application Form
Skills	Essential	Desirable	How Assessed
<ul style="list-style-type: none"> <li>Excellent communication skills (written and verbal)</li> <li>Able to build strong relationships with pupils and staff</li> <li>Excellent interpersonal skills, having a strong understanding of 'self' as well as others; able to work collaboratively</li> <li>Analytical (data, information and people and teams)</li> <li>Ability to work on own initiative</li> </ul>			Application Form Interview
Experience	Essential	Desirable	How Assessed
<ul style="list-style-type: none"> <li>Worked at primary level (E)</li> <li>Evidence of effective school leadership of Personal Development at senior level (D)</li> <li>Coaching, mentoring and leadership development (D)</li> <li>Enabling and facilitating schools to manage change for education improvement, building capacity and raising standards (D)</li> </ul>			Application Form Interview
Knowledge	Essential	Desirable	How Assessed
<ul style="list-style-type: none"> <li>Excellent knowledge and understanding of: <ul style="list-style-type: none"> <li>School improvement strategies in relation to PD (E)</li> <li>Best practice approaches to engaging with vulnerable pupils, parents, carers and families (E)</li> <li>Implementation and change management (E)</li> </ul> </li> </ul>			Application Form Interview

○ Coaching and mentoring strategies (D)			
<b>Personal attributes</b>	Essential	Desirable	<b>How Assessed</b>
<ul style="list-style-type: none"> <li>• To gain and maintain credibility with colleagues (E)</li> <li>• Have a positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed (E)</li> <li>• Self-awareness, and a sensitivity to the feelings and responses of others (E)</li> <li>• Warmth, integrity and the ability to build trust quickly (E)</li> <li>• Be proactive not reactive (E)</li> <li>• Be an avid learner (E)</li> <li>• Be calm under pressure of deadlines (E)</li> <li>• Be conscientious with a strong eye for detail (E)</li> <li>• Excellent at building supportive and productive professional relationships with colleagues (E)</li> </ul>			<b>Application Form Interview</b>
<b>Safeguarding</b>	Essential	Desirable	<b>How Assessed</b>
Understanding of current statutory processes, procedures and associated documentation	X		Application Form & Interview
<b>Training/Professional certification</b>	Essential	Desirable	<b>How Assessed</b>
<b>Safeguarding Statement for all employees</b>  XXX School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.			

