



**Job Title:** Assistant Principal - Personal Development and Enrichment

**Job Reference Number:**

**School:** Penketh High School

**Leadership:** L10- L14

**Responsible to:** Vice Principal Pupil Development & Support

***Key Role: To coordinate and monitor enrichment and holistic development activities for pupils across the school – including provision relating to CAIG. Be a key contact for both staff and students, enhancing the student experience and facilitating the wider Dual Curriculum whilst monitoring pupil progress through the skills matrix. Maximising pupil progress through the Dual Curriculum will require proactive and strategic leadership of key post holders including the careers lead, personal development coaches and PSHE/PD lead. The role will require a highly visible presence across all areas of school, encouraging, supporting and leading by example to inspire a sense of responsibility and community in our learners and enhance their holistic experience in support of the schools' ethos, aspirations and values.***

### **Leadership**

- To work with the relevant teams and post holders relating to CAIG, Enrichment, rewards, pupil leadership team, personal development and wider holistic development (e.g. SMSC, pupil leadership) to facilitate opportunities for pupils to develop holistically.
- Liaise with all staff to coordinate an enrichment programme for pupils to engage with activities and experiences that allow them to develop life-long passions, wider skills sets and enhanced engagement.
- Monitor all data relating to engagement and pupil involvement, including monitoring pupil progress through the skills matrix.
- Identify concerning data trends that could be indicative of underperformance or disaffection.
- Develop and manage opportunities for pupils, seeking to develop a comprehensive provision for enrichment through the use of in-school expertise and external providers.
- Identify and deliver opportunities for enrichment experiences to enhance curriculum delivery and understanding and wider developmental aspects of school life such as CAIG etc.
- Monitor the quality of enrichment experiences making judgements as to their impact and future inclusion in the provision for pupils.
- Work with departmental areas to support the embedding of the dual curriculum skills within the taught academic curriculum.
- Audit all aspects of enrichment and holistic development including the Dual Curriculum, SMSC, RSE, PSHE and CAIG.
- Manage, monitor and facilitate the pupil leadership team and their agenda for actions.
- Strategically manage the delivery of all strands of the personal development agenda, including the personal development and PSHE curriculum, working closely with the curriculum leaders for personal development, learning for life and RE.

- Manage relevant budget.

### **Performance Management**

- Model and promote high professional standards around enrichment and holistic development.
- Ensure that reward strategies are high profile across the school and that all pupils, departments and enrichment opportunities are monitored.
- Develop a comprehensive programme of enrichment that supports the holistic development of pupils and the provision of key strands in this area including SMSC, CAIG, Rewards, PLT etc.
- Use comparative data to aid analysis and evaluation of performance and utilise such processes to contribute to improvement planning.
- Support effective training for colleagues to reflect school, departmental and individual needs and aspirations.

### **School Level**

- Support school ethos and policies in planning and delivery the enrichment, holistic and personal development agenda.
- Contribute to the development of school policy [e.g. spiritual, moral, social and cultural development of pupils]

### **Pupil Outcomes**

- Responsibility for maximising progress amongst pupils by facilitating wider engagement through enrichment opportunities; developing an enhanced pupil focus through carefully assigned experiences that promote their chosen career path.
- Manage pupil progress through the dual curriculum to enable pupils to achieve mastery across each strand of the skills matrix.
- Broaden pupil horizons in order to raise their aspirations.
- Ensure a safe learning environment and one that engages learners and promotes learning and the celebration of achievement

### **Resources**

- Identify appropriate resources to support the deployment of the enrichment and personal development agenda.
- Ensure 'best value' in effective deployment of resources.
- Manage any relevant budget.

### **General**

- Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job
- Undertake the duties of a teacher as outlined in the School Teachers Pay and Conditions Document.