

KEPIER



Kepier

## JOB DESCRIPTION

**Name:**

**Job Title:** Personal Development Support

**Salary Scale:** NJC

**Point Range:** 7-11 £24,294 - £25,979 FTE, Actual £20,622 - £22,053

**Permanent Contract**

**Starting on:** To be confirmed

**Contractual hours:** 37 hours per week

**Weeks per year:** 38 weeks TT + 5 days

**Hours to be worked:** Monday to Thursday: 7.30am – 3.30pm  
Friday: 7.30am – 3.00pm

**Lunch break:** 30 minutes

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**Purpose of Job:**  
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**Principal Duties:**

1. To support with learner engagement and community outreach, you will support in our efforts to foster collaboration, coordinate extracurricular activities, promote charitable initiatives, and enhance learner engagement within Kepier's community.
2. To support in promoting and, celebrate achievements, and facilitate holistic development.
3. To utilise social media platforms and the school website to effectively communicate and promote events, further engaging the school community and amplifying its impact. With your dedication and passion, you will contribute to a collaborative and inclusive environment at Kepier.
4. Support with extracurricular activities, coordinating and promoting within the school. Assist in the planning, scheduling, and logistics of extracurricular events, ensuring smooth execution and learner participation.
5. To be able to maintain accurate records of learner involvement in the across the wider school
6. To support the whole school delivery of SMSC.

## General Requirements

1. To attend and participate in meetings, training and development activities as required.
2. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
3. To be an effective role model for the standards of behaviour expected of learners.
4. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

## Professional Values and Practices

1. To have high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. To treat learners consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. To reflect upon and seek to improve personal practice.
6. To work within school policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
7. To recognise equal opportunities issues as they arise in the schools and respond effectively, following school policies and procedures.
8. To build and maintain successful relationships with learners, parents/carers and staff.
9. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner. That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.  
Any other duties of a similar nature related to the post, which may be required from time to time.  
That the post holder will be required to comply with all School policies, including the no smoking policy.

Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.

- The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
- The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

### **Responsible to:** Assistant Headteacher

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

**Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCP (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children’s Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School’s Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....