



Job Description

Job Title: Executive Coordinator of Personal Development

Reporting to: Vice Principal

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To lead and coordinate Turner Schools' strategic approach to Personal Development, ensuring every pupil has access to exceptional opportunities that enable them to flourish academically, socially, culturally and personally.
- Working closely with the Director of Secondary Education, Executive Team and school leaders, the postholder will design, coordinate and evaluate an ambitious Trust-wide programme of enrichment, careers education, employer engagement, volunteering, leadership opportunities and wider experiences that broaden aspirations and remove disadvantage.
- The postholder will lead flagship initiatives including Turner 25 and the Folkestone Academy Creative Arts Scholarship Programme, whilst developing strategic partnerships with employers, universities, charities, cultural organisations and community groups to create transformational opportunities for children across Turner Schools.
- To promote a community of learners with purpose and passion while modelling the Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

Strategic Leadership

- Lead the Trust Personal Development Strategy
- Develop and continually enhance Turner 25 as the Trust's signature entitlement
- Produce annual strategic plans and impact reports
- Identify and implement national best practice
- Manage budgets and secure external funding where appropriate.

Partnerships and Opportunity Development

- Develop strategic relationships with employers, universities, charities, voluntary organisations, arts organisations, sports providers and community partners
- Increase opportunities for pupils through sponsorship, grants and collaborative projects
- Represent Turner Schools at regional and national networks.

Careers and Future Pathways

- Provide strategic oversight of careers education across the Trust
- Support schools in achieving and maintaining the Gatsby Benchmarks
- Develop employer engagement, work experience and encounters with further and higher education
- Monitor destination data and evaluate impact.

Personal Development, Enrichment and Turner 25

- Coordinate an ambitious Trust-wide enrichment programme
- Lead the development of Turner 25
- Ensure equitable access for disadvantaged pupils, SEND and vulnerable groups
- Monitor participation and remove barriers to engagement
- Coordinate student leadership, volunteering, outdoor learning, arts, sport, cultural experiences and wider opportunities
- Work alongside school leaders to ensure personal development complements the curriculum and strengthens Ofsted outcomes.

People Leadership

- Develop collaborative relationships across the Trust
- Provide professional support and challenge to colleagues leading personal development
- Work with school leaders to embed high-quality practice across all schools.

Key Performance Indicators

- High participation in enrichment across all schools
- Reduction in participation gaps for disadvantaged and SEND pupils
- Successful delivery and growth of Turner 25
- Strong Gatsby Benchmark performance
- Increased employer, charity and university partnerships
- Positive pupil voice and Ofsted Personal Development outcomes.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Trust Central Team not listed above;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational and project management skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- Relationship building skills;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.
- Ability to inspire collaboration across schools and external partners.
- Commitment to inclusion and equity.

Qualifications and Experience

- Degree or equivalent professional qualification (education, business, events or related field desirable).
- Evidence of continuing professional development
- Experience of leading projects across multiple stakeholders
- Experience of working with external organisations and community partners.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description.

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....