



JOB ADVERT

The Great School's Trust is recruiting for a Personal Development Officer to support the existing Personal Development Team in delivering Character, Leadership, Outdoor Education and the Combined Cadet Force (CCF). The successful applicant will have a strong background in Leadership development, Outdoor Education and the Duke of Edinburgh's Award. It would be advantageous that the candidate also has a background in the Cadet forces or has served in the armed forces.

Job Title:	Personal Development Officer <i>(GST & 'in residence' King's Leadership Academy Liverpool)</i>		
Reports to:	Head of Personal Development The post holder will also work closely with the other Trust's Personal Development Officers, and to support the existing Personal Development Team	Grade: GST PD	Band 1 Scale 1-2
		Salary	£18871 to £20427 Pro Rata Term Time + 4 weeks
		Term:	Initial 12-month contract
Additional:	As assigned but includes all aspects of academy's Service Level Agreement and applicable programmes of King's Adventure		



JOB PURPOSE AND SUMMARY

Core responsibilities

Personal Development Officer

- Support the Personal Development Team in the delivery of character education for students.
- Support the Personal Development Team in the delivery of leadership education for students through certificated leadership programmes.
- Support on programming outdoor education initiatives for young people and adults.
- Support the SSI and Contingent commander in running the CCF unit at your assigned school in the capacity of OC Section and also support other units around the Trust on a regular basis.
- Facilitate educational experiences in the outdoors for young people
- Support the SPDO – Outdoor Education with the co-ordination and administration of the Duke of Edinburgh's Award in your assigned school and support other schools in the delivery of the expedition section.
- Carry out any other duties as required by the Senior Personal Development Officer relating to the personal development provision of the Great Schools Trust.



PERSON SPECIFICATION

	Essential	Desirable
Qualification and CPD		
5 GCSE passes A* to C or equivalent (inc English and Maths)	✓	
Educated to A Level or equivalent		✓
Educated to Degree Level		✓
SNCO or Commissioned Service in the Regular, Reserve or Cadet Forces		✓
NGB Qualification in ML/ LL/ BEL (with evidence of currency)		✓
Other Outdoor qualifications RCI/CWI/Paddle Sports		✓
DofE qualifications (Assessor, Intro to DofE, Supervisor)	✓	
First Aid at Work	✓	
Level 3 Award in Education and Training (PTLLS)		✓
Ancillary Range Duties Qualification		✓
Skill at Arms Instructor		✓
Full UK Driving License	✓	
D1 Minibus License / MIDDAS Trained		✓
Additional qualification/ evidence of CPD relevant to the responsibilities of the post		✓
Experience, Knowledge and Skills		
Minimum of 3 years' experience in a similar role		✓
Excellent oral and written communication skills	✓	
Experience in leading cadets and instructors		✓
Accuracy and attention to detail	✓	
Ability to consult and negotiate with external agencies to reach the best outcome for the Trust	✓	
High level of ICT skills including a strong working knowledge of Microsoft Office application and Cadet MIS (Bader, Westminster etc)		✓
The ability to relate to staff, students and visitors	✓	
The ability to manage a busy diary	✓	
Previous experience of working within an educational setting	✓	



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Understanding of educational software systems including MIS Systems		✓
Experience of line management		✓
Experience and/or knowledge of the Academy sector		✓
Experience working in alternative provision		✓
Personal Attributes		
Responsibility for own professional development and be willing to partake in further staff development	✓	
The ability to motivate, support and challenge	✓	
The ability to promote and maintain quality control in all aspects of work	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
The ability to provide a deliver effective customer care	✓	
The ability to prioritise workloads and to work to given deadlines	✓	
The ability to adapt to change within the working environment	✓	
The ability to maintain confidentiality	✓	
A commitment to equality and diversity policies	✓	
A commitment to Health and Safety	✓	
A commitment to child protection and safeguarding	✓	



Special Terms & Conditions of Post

- The hours of office work are Monday - Friday 08:30 - 16:30, however given the nature of the role there is also evening, overnight, weekend and non-term time commitments which may vary the hours of work. As such, the standard central team offer of 30 days holiday is extended to term time plus 4 weeks to reflect these additional evenings, weekend and non-term time commitments, outside of 0830-1630 Monday-Friday.
- There is scope for salary growth to be explained at interview.
- The DofE expedition overnight rate and Kings Adventure taskings is an allowance in addition to the salary.
- This role is subject to an enhanced DBS check.

Applications and questions

For further enquiries and to send completed application form, please email Ted Roberts via t.roberts@greatschoolstrust.com

The closing date is **Wednesday 13st July 2022**.