



Ribston Hall High School

Assistant Headteacher: Personal Development & Wellbeing Job Description

Salary: L12-16 £67,898 – £75,049 (Pay award pending)

Contract: Permanent, Full-time

Reporting to: Deputy Headteacher: Pastoral & Inclusion

Purpose of the Role

The Assistant Headteacher, as a member of the Senior Leadership Team, will provide ambitious, visible and values-driven leadership to strategically develop personal development and wellbeing across the school.

The postholder will lead a coherent, high-quality personal development offer that reflects Ribston Hall's ethos of Sharing Ambition, ensuring that students are confident, creative thinkers who are proud to be Ribston.

They will have a core responsibility for shaping and evaluating the school's provision for personal development, including PSHE, careers, enrichment, student leadership, and wellbeing. This will ensure that all students benefit from a broad range of experiences that support their academic, personal and social development, aligned with the school's 2030 vision.

As an excellent classroom practitioner, the Assistant Headteacher will also teach approximately 20 periods per fortnight in their specialist subject.

Ethics, Qualities and Professional Conduct

The Assistant Headteacher is required to:

- Build professional relationships rooted in mutual respect and clear boundaries.
- Demonstrate a strong commitment to inclusion, equality and respect for all.
- Uphold fundamental British values and model these consistently.
- Promote a culture where wellbeing, safeguarding and belonging are central.
- Act within statutory frameworks and maintain the highest standards of professional conduct.
- Engage critically with educational research, particularly in relation to student wellbeing and personal development.
- Contribute positively to the wider education system.
- Demonstrate consistently high standards in line with the Headteachers' Standards.



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Key Responsibilities

Strategic Leadership of Personal Development

- Lead and implement a clear whole-school strategy for personal development that is coherent, ambitious and measurable.
- Ensure that personal development provision aligns with Ribston Hall's values and 2030 vision, particularly *Proud to be Ribston* and *Confident and Creative Thinkers*.
- Develop a structured programme that supports students' character, resilience, leadership and aspiration.
- Provide strategic oversight of our careers provision and line-manage our Careers Lead.
- Provide a strategic SLT link to our Student Culture and Praise Lead
- Evaluate provision rigorously using student voice, participation data and impact measures.

PSHE and Curriculum Oversight

- Line manage the PSHE Lead to ensure a high-quality, well-sequenced curriculum that meets statutory requirements and reflects the needs of Ribston students.
- Ensure that PSHE contributes effectively to safeguarding, wellbeing, relationships education and preparation for life beyond school.
- Provide strategic oversight of curriculum quality, delivery and consistency across all year groups.
- Support the PSHE Lead to lead the design, implementation and evaluation of personal development 'Navigate Days'.
- Ensure that these days provide meaningful, high-quality experiences that extend students' understanding beyond the academic curriculum.
- Work with internal and external stakeholders to develop a rich and varied programme.

Student Wellbeing and Pastoral Leadership

- Promote a culture where student wellbeing is prioritised, visible and embedded in daily practice.
- Work closely with pastoral leaders to ensure consistent, high-quality support systems.
- Line manage a share of the Heads of Year, providing clear challenge, support and accountability.
- Support the Heads of Year and attendance lead to monitor and challenge behaviour, attendance and academic performance.



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- Use data and qualitative information to identify trends and target intervention effectively.

Enrichment and Wider Opportunities

- Conduct a full audit of the school's extra-curricular and enrichment offer.
- Identify gaps in provision and participation, particularly for underrepresented groups.
- Develop a strategic plan to increase engagement and ensure equitable access.
- Ensure that the programme supports student leadership, creativity and broader aspirations.

Student Voice and Leadership

- Strengthen systems for capturing and responding to student voice.
- Work with colleagues to develop meaningful student leadership opportunities across the school.
- Ensure that students play an active role in shaping their experience.

General Responsibilities

- Contribute fully to the work of the Senior Leadership Team.
- Lead and contribute to the School Development Plan.
- Maintain a visible presence around the school.
- Support and attend key school events, including those outside normal hours.
- Undertake duties in line with the School Teachers' Pay and Conditions Document.



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Person Specification

Qualifications and Experience

- Qualified Teacher Status.
- Proven successful experience as a middle or senior leader.
- Strong track record of impacting student experience beyond the classroom.
- Experience of leading or contributing to personal development, wellbeing or pastoral provision.
- Evidence of successfully leading change and securing improvement.

Personal Qualities

- Strong alignment with Ribston Hall's values and ethos.
- High levels of drive, professionalism and integrity.
- Excellent interpersonal and communication skills.
- Ability to inspire and motivate staff and students.
- Resilient, organised and able to manage competing priorities effectively.
- Visible, approachable and committed to building strong relationships.

Professional Skills and Knowledge

- Strong understanding of effective personal development provision (Ofsted framework aligned).
- Knowledge of PSHE, safeguarding and student wellbeing best practice.
- Ability to develop, implement and evaluate strategic plans.
- Experience of line management, with the ability to challenge and support colleagues.
- Commitment to evidence-informed practice.
- Ability to work collaboratively and contribute to whole-school improvement.