# **Job Description**

# **Community Outreach Enrichment and Wellbeing Lead**

**L10 – L14**

# **RESPONSIBLE TO**: Assistant Vice Principal: Personal Development, Student Experience

# **LEADERSHIP:**

# **KEY RELATIONSHIPS**: Principal, Deputy Principal, AVP: Extended Leadership Team; relevant teaching and support staff; LA representatives; external agencies; parents; local community; Bright Futures Central Team

# **LOCATION**: Cedar Mount Academy

# **WORKING PATTERN**: Full-time (part-time will be considered) as described in the School Teachers’ Pay and Conditions Document

# **JOB PURPOSE**: To support the Principal and SLT in providing effective leadership in the planning, development and management of all aspects of community cohesion and community development including the strategic leadership of the school enrichment programme.

# **KEY FOCUS**: To deliver the school’s strategic response to local and national initiatives/developments and creating a community hub

# **DISCLOSURE LEVEL**: Enhanced

# **Specific tasks related to Job Purpose:**

## **Key Task**

* To lead planning and implementation of the school’s Community Cohesion strategy
* To be a part of the Personal Development team in promoting and embedding the school values across the school.
* To support the development and improvement of the extended curriculum by tracking and monitoring attendance of pupils
* To support the SLT in leading on national and local priorities for Community Cohesion/Enrichment that will take forward the school’s strategic role, both nationally and locally and strengthen and develop external links with other agencies.
* Build strong community networks for the school and outside agencies to raise the profile of the school
* Strategic leadership of Community Outreach work.
* Be responsible for staff wellbeing initiatives within the school, including planning and organise wellbeing events for staff.
* To work with the marketing team to promote the school within the community and take a leading role in developing the school’s social media platforms.
* Liaise with all department leaders to enhance and support the school’s community outreach programme within each department
* To undertake all duties and reasonable requests of the principal.

## **Excellent progress and achievement of all pupils**

* Strategic leadership of Community Outreach, enrichment and well-being strategy
* Leadership that achieves high standards of student learning, attainment, progress, behaviour and motivation through effective implementation of whole school responsibilities
* Effective use of accurate data to inform improvement planning and support strategies to raise attainment, secure good progress and address underperformance of groups and individual students.
* To lead on the strategic targeting of the pupils’ cultural capital experiences with department leaders.
* Monitoring the quality of extra-curricular activities and performances within the school and offer strategic support to departments, where necessary.

## **An environment where our people are valued**

* Ensuring, at all levels, staff training / CPD, learning and skills development is targeted to needs and measured to ensure that it positively impacts on standards.
* Implementing the trust’s people policies to ensure that people are recruited, managed, supported and developed appropriately and in accordance with our values and commitments.
* Developing and maintain a culture of high expectations for self and others.
* Open and transparent verbal and written communication strategies are implemented with staff, pupils, parents/carers and the local community, as appropriate.

## **Financial viability**

* Contribute to the monitoring of school budgets in areas of responsibility, for approval by the Vice Principal/Principal, which enable robust teaching and learning and value for money.

## **Robust governance and systems and processes**

* Provide transparent and thorough materials and updates to the Assistant Vice Principal/Vice Principal/ Principal, and, where necessary, the local governing body and Bright Futures Trust, in order for them to challenge and hold the school to account and/or to make decisions.
* Lead on the establishment of robust systems and processes across areas of responsibility in the school, ensuring that the impact can always be measured.

## **Community**

* Be a visible presence for pupils, parents and the local community and sustain effective and positive relationships within the Community
* Take assemblies and participate in break, lunchtime, before and after hours’ supervision.
* Contribute to support programmes for students and staff that may, on occasion, include weekends and holiday periods.
* Build relationships with Local and national businesses.
* Lead and developing the school’s community event calendar which runs throughout the year
* Build a community hub, providing community classes and events for all areas of the community including running and delivering early stage English language classes for some of our parent community.

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**General duties and responsibilities**

* To report to and collaborate with the Vice Principal and Principal keeping them fully informed of all initiatives, actions, progress, difficulties and propose remedies/interventions that have an impact within their area of responsibility.
* To work with the principal in developing and implementing the Self Evaluation (SEF) and School Improvement Plan to ensure that the school achieves at least an Ofsted Good status.
* Ensure that there is a visible and celebrated culture of high achievement and aspirations across the school, for both staff and students.
* To take on any whole school initiative or responsibility that the SLT may direct.

**Other Duties**

* The post holder will be subject to performance objectives agreed annually.
* The post holder is expected to carry out such other duties as may reasonably

be assigned by the principal.

* To take on any whole school initiative or responsibility that the SLT may direct.
* The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
* As strategic managers with whole-school responsibilities, leadership group members (Executive Principals, Principals, Heads of School, Vice Principals and Assistant Vice Principals) hold a contract that goes beyond the 1265 hours working time applicable to teachers.

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974.**

Person specification

| Category | Essential | Desirable | Means of identification |
| --- | --- | --- | --- |
| Qualifications, Education, training | * Degree level qualification * Qualified teacher status or equivalent | * Post graduate qualification or professional qualification e.g. NPQML/Careers Leadership Education Qualification | Application form/Certificates |
| Relevant Experience | * Demonstrable track record of successful teaching across KS3 and KS4 to GCSE level * Evidence of planning and implementing events * Track record of raising standards and achievement, demonstrated with outcomes * An understanding of Key Government initiatives that can support developing community cohesion * Knowledge of the analysis of data to support strategic planning across a school area * Current knowledge of leadership strategies to continually improve the quality of learning or behaviour of students * Experience in developing, implementing and monitoring practice and policy, particularly relating to Personal Development | * Evidence of successful teaching at KS5 * Experience of successful strategic management and development of local and/or national initiatives which have led to improved performance * Experience of building effective partnerships and working successfully at strategic level with external agencies | Application  Interview  Tasks  References |
| Our Values | * Community: Evidence of working together for a common purpose and encouraging diversity |  | Interview  Tasks |
| * Integrity: Evidence of doing the right things for the right reason |  | Interview  Tasks |
| * Passion: Evidence of taking personal responsibility, working hard and having high aspirations |  | Interview  Tasks |
| Pre-employment screening | * Enhanced DBS check * 2 satisfactory employment references, from the last two employers * Evidence of the right to work in the UK |  | On-line DBS check  References deemed suitable by Bright Futures Educational Trust  Passport or other evidence allowed by UK Home Office |