



Recruitment Pack Community Manager



ENJOYING TODAY, PREPARING FOR TOMORROW

 www.oiam.org/freeschool/

Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Community Manager

**Salary Range (Depending on Experience) Scale 5: 12 – 17 (£24,496 – £26,845)
or Scale 6: 18 – 22 (£27,344 – £29,439)**

Contract: Permanent

Start date: As soon as possible

Are you looking for your next challenge post? Do you relish the chance to raise aspirations and make a real difference to the lives of our students? If so, we have the perfect opportunity for you.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the iconic home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer

- We are a small secondary, mainstream comprehensive school, with approximately 375 students across five year groups, so our class sizes are smaller. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to change the lives of young people from deprived socio-economic backgrounds.
- We place students at the centre of everything we do as a school.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured and provide wellbeing sessions to staff.

Vacancy Details

What you offer:

- With a diverse student base we are looking for someone who has a passion for leading and managing the school's relationship with the community and the One In A Million Charity.
- Demonstrable experience in creating enrichment programmes, volunteering opportunities and delivering a careers curriculum for students is desirable.
- Experience in fostering positive relationships with parents/carers and organising events and initiatives to enhance these relationships.
- Excellent communication skills, resilience, empathy and being able to work effectively under pressure.
- As a small school we sometimes have to take on a variety of roles so being a team player is essential.
- Share our values of Compassion, Honesty, Integrity and Excellence.
- Full commitment to optimising the opportunities available to children and young people.
- A clean, current driving licence.

To apply and for further information about our school please visit

<https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

Our doors are always open, so please feel free to organise an informal meeting and tour of the school if you are interested in finding out more. I look forward to warmly welcoming you to One In A Million Free School.

We reserve the right to interview earlier than the closing date if we receive a high volume of applications, this may result in the advert closing earlier than the date specified.

Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

Hub and Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



JOB DESCRIPTION

JOB TITLE:	Community Manager
JOB LOCATION:	One In A Million Free School, Bradford
REPORTS TO:	Assistant Principal
PEOPLE RESPONSIBILITY:	None
BUDGET RESPONSIBILITY:	As delegated by the Principal

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at One In A Million Free School through the core curriculum and a tailored programme of connected vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across the core and connected curriculum of sport, the arts and enterprise to better themselves and their communities.

Our values: At One In A Million we are always on the lookout for new and fresh talent to help us shape the future. Our vision and mission is exciting. We aim to positively impact the lives of our children and young people. Children are at the heart of all that we do and so are our values: compassion, honesty, integrity and excellence.

JOB DESCRIPTION

JOB PURPOSE

At One In A Million Free School our vision and ethos is to support all students to thrive; so that they achieve or exceed their potential. The One In A Million Hub and Spoke model encapsulates this; it will be part of your role to further embed it within our school's culture.

SUMMARY OF ROLE

You will proactively lead and manage the school's relationship with the wider community; including the One In A Million Charity. This will involve building/strengthening links with local stakeholders including local religious & community groups and business.

You will also support the delivery of careers across the curriculum by: organising events with Corporate Partners of One In A Million Charity and other groups; liaising with Careers Officers to provide independent advice to students and organising work experience. You will also play a key role in collating destination data as part of the school's self-evaluation process.

You will be responsible for organising and coordinating the school's 'Enrichment Programme'. This is a range of activities which students take part in at the end of the school day, across the connected curriculum areas of sport, the arts and enterprise. You will collaborate with key stakeholders and groups who work with children and young people to ensure a varied and engaging programme of enrichment activities across the academic year, reporting on the impact of these activities to the Senior Leadership Team.

You will also foster positive relationships with parents/carers, helping to organise formal Parent/Carers' Evenings and Forums and informal Parent/Carer Coffee Mornings. You will also support the Pastoral Team to build relationships with our more vulnerable students and their families.

You will *embrace* the spiritual, moral, social, and cultural development of our students, with a primary focus on 'social and cultural', so that they can make a positive contribution to school and their communities.

JOB DESCRIPTION

KEY RESPONSIBILITIES:

Your key responsibilities and duties are:

Establishing and extending links with key stakeholders:

Work with key stakeholders within the local community to raise the positive profile of the school, ensuring that the school is supported and responsive.

You will engage with One In A Million Charity (*most notably the Manningham community activator and community pathways officer*) to build collaborative relationships and opportunities that benefit the social and cultural development of our students.

Support and enhance the personal development and behaviour and attitudes of students, by organising appropriate events within the PSHE programme and the whole school assembly programme.

Work with all students, staff and stakeholders to establish effective strategies to promote equality, equipping students to be responsible, respectful, and active citizens who contribute positively to society.

Social & Cultural Development:

Support the delivery of the Careers Curriculum by liaising with One In A Million Corporate Partners to plan relevant careers related activities; including the Careers Fair.

Lead the organisation of Work Experience.

Collate, analyse and present destinations data.

Assist with the planning and running of the school's Connected Curriculum Days.

Assist with organising and running all parent/carer events including: Parent/Carers' Evenings; Parent/Carer Forums; Year 6 Transition Events and Parent/Carer Coffee Morning.

Support the Pastoral Team to develop positive relationships with vulnerable students and their families.

JOB DESCRIPTION

Enrichment Programme:

Organise and coordinate an enrichment programme that fulfils the Trust's vision; and meets the needs of the school, our students and is responsive to student voice.

Design and implement the enrichment programme so that every student has an opportunity to access and engage in sports, the arts and enterprise activities for the purpose of enhancing our students' school experience and outcomes.

Track and monitor the impact of enrichment activities through student voice, behaviour and attendance data and present the findings half-termly to the Senior Leadership Team.

Create an Enrichment Passport for KS3 students which promotes the importance of enrichment activities and acknowledges and celebrates appropriate vocational learning experiences including certifications, accreditations and qualifications.

Partnerships:

Develop volunteering opportunities for students that build self-worth and grow confidence, through wider engagement with stakeholders to participate in a variety of community and social settings so that they become positive contributors in their local communities.

Act as the gatekeeper between the school and activities/events run by One In A Million Charity. You will engage with our community partners such as Bradford City, Bradford Bulls, and Yorkshire Cricket. You will support the reputation of the school in its locality and across the District.

Ensure all appropriate Health and Safety and Safeguarding protocols are in place and followed effectively, in line with DSL training.

Management:

Provide leadership oversight for the production, reporting, and administration of Community/Stakeholder Links, Student Destinations, careers related activities including work experience and the school's enrichment programme.

Manage resources effectively including people, controlling expenditure and budget to ensure compliance and viability of present and future planning, with an eye on opportunities for accessing potential grants and national funding to support our programmes.

JOB DESCRIPTION

Ensure that the Management Information System for student activities outlined above is kept up to date. All activities are recorded effectively for the purpose of monitoring and evaluation and for providing key reports for the Senior Leadership Team, Principals Report to governors, One In A Million Charity, Ofsted, funders, and any other key stakeholders as requested.

GENERAL RESPONSIBILITIES

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring your own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Pro-actively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Contribute to the Duty team and Duty Rota.
- Contribute to the First Aid team.
- Contribute to the Safeguarding Team of the school, within the capacity of your role, including undertaking DSL training.
- Contribute to the Minibus Driver team.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING

In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.

Adherence to the school's Child Protection Policy Statement is required at all times.

If you become aware of any actual or potential risks to the safety or welfare of students, young people or others in the school this must be reported to OIAMFS's Designated Safeguarding Lead or Deputy Lead.

Person Specification

PERSONAL SKILLS AND ATTITUDES

Aspect	Assessed by	Essential / Desirable
A clear understanding and demonstration of our vision and values, ensuring the Free School remains true to its aims, vision and mission	Interview & Application	E
Ability to work as part of a team within school and with the One In A Million Charity	Interview & Application	E
Has enthusiasm and a passion for making a difference and ensuring student life opportunities are enhanced	Interview & Application	E
Treat everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation	Interview & Application	E
Well developed communication skills, and the capacity to be approachable and helpful alongside adhering to compliance with procedures	Application & Interview	E
Ability to establish credibility and professional relationships with schools, parents/carers and partners working within the education field	Application & Interview	E
Ability to prioritise effectively and organise workload and resources towards achieving the required objectives	Application & Interview	E
Strong organisation and planning skills to ensure events run smoothly	Application & Interview	E
Good verbal communication skills, specifically when working with students, parents and carers	Application & Interview	E
Represent the school professionally within the community	Application & Interview	E
Ability to work in an efficient and productive manner, work calmly under pressure and meet fixed or conflicting deadlines	Application & Interview	E
Good ICT skills to be able with strong attention to detail	Application & Interview	E
High standards of integrity, punctuality and willingness to be flexible to meet the needs of the school	Application & Interview	E
Diplomatic, confidential and professional	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
A minimum of 5 GCSE (Grade A-C with English and Maths)	Application	E
Degree (or equivalent)	Application & Interview	D
Evidence of recent continuous professional development	Application	E
Trained Designated Safeguarding Lead or willingness to undertake training	Application	D
Knowledge of the education system	Application & Interview	E

PROFESSIONAL SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Experience of working within school communities to foster positive relations within parents/carers within the community.	Application & Interview	E
At least 2 years of recent experience of working in an education setting supporting young people and their parents/carers within a community	Application & Interview	E
Experience of supporting and enhancing the behaviour and attitudes of students through events, delivering assemblies and equipping students to be responsible, respectful citizens within society	Application & Interview	D
Delivered a careers curriculum within schools/communities and organise events to support this	Application & Interview	D
Ability to organise and coordinate enrichments programmes which allow students to access and engage in sports, arts and enterprise activities. Experience in tracking and monitoring these programmes.	Application & Interview	E
Experience in organising volunteering opportunities for students and young people to build their self worth and confidence.	Application & Interview	E

Experience of working with confidential matters	Application & Interview	D
Ability to provide leadership and oversight for the production, reporting and administration of community/stakeholder links and careers programmes	Application & Interview	E
Proven experience of managing budgets, expenditure ensuring compliance and viability, including accessing grants and national funding	Application & Interview	E

Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations	Application & Interview	E

Note: This job description is provided for guidance only and does not form part of the contract of employment.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences.

READ ALL ABOUT IT!

There's so much **MORE** exciting news and information still to **discover about us**. To read further, simply go to the camera on your smart phone, hover over the QR code and follow the link it generates!

SCAN ME
with your smart phone camera to view our latest **Ofsted Report**, which reads **GOOD!**



SCAN ME
with your smart phone camera to view our quarterly **Celebrate magazine**



SCAN ME
with your smart phone camera to read our **School Prospectus**



SCAN ME
with your smart phone camera to read and watch videos from **Stars Awards 2018**



SCAN ME
with your smart phone camera to **view our website** and read about all that we do!



We look forward to receiving your application prior to the closing date.

Visit **YouTube** and search '**One In A Million Bradford**' to watch our informative videos

Student Voice

"It's a very accepting school. They accept students no matter where they have come from. The Teachers are very understanding. They treat you very nice. I enjoy being at One In A Million because they have lots of activities".

Vinny

"It's an awesome school because every Teacher take cares of you in every way and they have good people here".

Rahat

"I prefer One In A Million because there are good teachers and good people in this society. I've learnt many things from Year 7 until now in Year 9. If I didn't come to One In A Million, I don't think that I would've had a clue about what I want to do when I get older. I want to become a teacher or a football player".

Hamad

"It's a caring school with caring Teachers and they have friendly people".

Fawzihah

"The lessons are fun. The school is small so you get to know everyone. The school has good equipment and staff. Even if the lessons are a bad subject, the Teachers know how to make it enjoyable".

Nathan

"It's a very good school. They look after people. They have good people in the school and school is very nice".

Amaan

Staff Pulse



I started at One In A Million Free School in September 2015 on a two-year Business Admin Apprenticeship, then became the Attendance Manager and Data & Exams Officer and now I am a Head of Year. One In A Million has given me the opportunity to develop my career into a role which I find rewarding everyday. Working in a school full of dedicated staff and students who are constantly striving for excellence is something that I am proud to be a part of!

**Liam Brennan,
Head of Year**

Coming to work everyday is easier when you work with the loveliest colleagues.

**Sophia Kadir,
Learning Support
Assistant**

Being a small school, this gives it a real sense of community and you get to know both the staff and students really well. The staff are a real strength, they really believe in the well-being and development of all students. They are caring, helpful and supportive, and always go above and beyond.

**Nick White, PE/Geography
Teacher**

I can't thank OIAM enough for their dedication and support in helping me through my career journey. From Volunteering one day a week, to becoming a Learning Support Assistant and now being a Pastoral Leader and Designated Safeguarding Lead, it's safe to say that OIAM have given me life changing opportunities and continue to believe in me and my ambitions.

**Katy Woodcock,
Head of Year / Designated
Safeguarding Lead**

At One In A Million we are a family, we have a very supportive and understanding team.

**Sharee Tingle,
Cover Supervisor/
Co-ordinator**

I started at OIAM as a part time sports coach delivering PE for the school and alternative provision. I was then given the opportunity within the school PE department as a full time unqualified PE teacher. OIAM then supported me through my teacher training and within 3 years of my start at OIAM I was a fully qualified PE teacher. 8 years later I am now Head of PE and also oversee our whole school house system. Through the values and vision OIAM have supported me throughout.

**Charlotte Stuart
Head of PE**



CONTACT US by post, telephone or email. Our details:
A: One In A Million Free School, Cliffe Terrace, Bradford, BD8 7DX
T: 01274 723439 E: school@oneinamillion.org.uk

 www.oiam.org/freeschool/