



**Community Use Assistant**

**RECRUITMENT PACK**

Horizon Community College

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*We are very confident that the college will go from strength to strength.*

# Character and Culture at Horizon CC



**Nick Bowen—Executive Principal**

At Horizon Community College we have a challenging ambition of raising achievement to a level that would put us in the top 10% of schools in the country. We have a vision for redressing the imbalance, re-shuffling the pack and give the young people of Barnsley a better hand – a better deal – breaking ‘vicious circles’ of underachievement and low aspirations and transforming the lives of every young person.

We want young people to leave the college well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.



**Claire Huddart—Principal**

The expectation that ‘We are Positive Role Models’ focuses on developing character and skill set of all students. This is underpinned by the College core values which help to prepare every student for a lifetime of success. We offer a quality of education that is tailored to the needs of and meets our ambition for each individual student. We expect every learner to be challenged in every lesson, every day – and to challenge themselves. This is coupled with a high-quality programme of Careers Education to ensure that every student is ‘school ready, work ready and life ready’.

Successful education is also about working in close partnership with our families and the wider community to ensure our students succeed in each School year so that every student is prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are prepared for the next phase of their careers. We promote ‘one team’ working hard to support each other. The ethos of staff development is reinforced by an offer of continuing professional development designed to respond to strategic priorities.

We are focused on developing students and staff at every level. We strive to embed a culture of hard work, opportunity and aspiration to enable every student and every adult in the College to simply “be the best, that they can be”.

To get a further insight into life at Horizon, [click here](#) for our latest College video.



*We are very confident that the college will go from strength to strength.*

# STRATEGIC PRIORITIES 2019-20

## QUALITY OF EDUCATION

'Challenging every  
learner, in every  
lesson, every day'

### CURRICULUM

To establish that the **overarching curriculum and age-related expectations** are effective in supporting student progress.

For all subjects to establish the **intent** (ambition, coherence and principles) that underline their curriculum.

### TEACHING AND LEARNING

To further develop pedagogy, so as to drive effective **challenge and support**, with a particular focus on Year 7.

To drive a whole college home-learning strategy, developing a culture of **independent learning** and improving the **ability of students to retrieve** the key knowledge required for success in all subject areas.

To embed a model of **developmental training and coaching for classroom staff** which drives the quality of teaching and learning, creates a culture of collaboration and holds people to account for the quality of their classroom practice.

### ASSESSMENT & PROGRESS

To drive the progress of all students through the effective response to data with a focus on **disadvantaged, boys, high ability** and students **accessing inclusion**.

To ensure **formative and summative assessment** supports student progress.

## BEHAVIOUR AND ATTITUDES

'We are positive  
role models'

To develop the **character** and the skill set of all students through the College **core values** enabling them to become **positive role models** who are fully prepared for a lifetime of success.

To **reduce fixed term exclusions** – ensure support and interventions are appropriate and effective.

To further **improve attendance and punctuality** for all groups of students, in particular SEND and disadvantaged cohorts.

## CAREERS & ENTERPRISE

'Work ready,  
life ready'

To provide a planned programme of inclusive **careers education and skills development** for all students from Y7 to Y11.

To partner academic teams to link **curriculum learning to careers** to drive the ambition to learn and succeed.

To continue to improve the Careers offer at Horizon to ensure that all students are equipped with an in-depth knowledge of their **post 16 options and routes into work**.



# CORE VALUES

## At Horizon Community College

<b>PRIDE</b> Wear full College uniform at all times Take pride in all you do and actively look to improve your work	<b>ORGANISATION</b> Bring correct equipment to every lesson Organise your time and complete homework to the best of your ability	<b>ENGAGEMENT</b> Be focussed and attentive in lessons act on advice and feedback Seek to discover new things & be prepared to take risks	<b>QUESTIONING</b> Contribute in every lesson Ask questions to deepen your knowledge and understanding	<b>RESPECT</b> Follow staff instructions the first time & every time Be honest and polite to others
<b>KINDNESS</b> Be considerate and supportive of others Treat others as you would expect to be treated	<b>TEAMWORK</b> Engage with cooperative learning Take on an active role within the team, readily sharing ideas and information	<b>TOLERANCE</b> Value others regardless of sexuality, race, faith gender or disability Accept the quirks of others	<b>INDEPENDENCE</b> Demonstrate dedication & commitment Be self-disciplined and evidence self-direction	<b>RESILIENCE</b> Persevere and recognise it is alright to make a mistake Respond well to constructive criticism

“Raising aspirations for all through quality, excellence and innovation”

# Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

# Community Use Assistant

**Location: Horizon Community College, Barnsley**

**Salary: Grade 2—£9,765 to £9,960 (actual salary)**

**Hours: 20 hours per week (on a rota basis working week day evenings and weekends)**

**Type: Permanent**

**Closing Date: Sunday 13 October 2019**

An exciting opportunity has arisen to be part of the Horizon Community Use team working across the College including the sports provision and theatre.

We are looking for someone with excellent people skills and the ability to provide a high quality customer service to a range of stakeholders.

Previous experience of working within a leisure, fitness and customer facing environment would be an advantage. Qualifications required for the post are 4 GCSE's (Grade A\* to C) including English and Mathematics.

*This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.*

*Horizon Community College reserve the right to close this advert prior to the closing date above.*



# Job Description

## *Job Description*

**BARNSLEY**

Metropolitan Borough Council

**DIRECTORATE/DEPARTMENT:** Children, Young People and Families

**SERVICE AREA:** Horizon Community  
College

**SECTION:**

**JOB TITLE:** Community Use Assistant

**JOB REFERENCE NO:**

**GRADE:** 2

**RESPONSIBLE TO:**

Event & Community Use Lead

**EMPLOYEE SUPERVISION:**

None

**DATE AGREED:**

**BY WHOM:**

### **Purpose of Post:**

To contribute to the operation of the College community facilities and other extended provision including security, assisting users, undertaking fitness assessments, coaching, instruction (where appropriate), setting up and dismantling of equipment.

### **Key Areas:**

- Assist pupils and the local community in the use of all College community facilities including, fitness suite, dance studio, sports pitches and other appropriate facilities.
- Undertake fitness inductions and programmes and instruct on courses and activity programmes where appropriate depending on the type and level of qualification required.
- Welcome users to the facilities, ensuring that signing in arrangements are completed and the appropriate remuneration is collected in accordance with the pricing policies.

### **Duties and Responsibilities:**

1. Assist pupils and other service users in the use of all College community facilities including, fitness suite, dance studio and sports pitches.
2. Assist in the supervision of all sports facility users and ensure compliance with all Health and Safety Policies and Procedures. Reporting any issues to the Duty Manager.
3. Welcome all customers to the facilities, ensuring that access & egress controls, swiping in arrangements are completed.
4. Assist with bookings from customers and various other user groups.



# Job Description

5. Ensure all equipment is set up in a timely manner in line with the College programme and is dismantled and stored safely at the end of the session.
6. Provide support to coaches and other staff members.
7. Ensure that all existing and any new health and safety regulations and codes of practice are adhered to by all users of the sporting facilities and report any issues to the Duty Manager.
8. Assist with basic day to day cleaning and maintenance mainly in the areas of the Sports Centre and Fitness areas.

## Support for the College

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Ensure every child is valued for whom they are and that all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos, work and aims of the College.
4. Attend and participate in regular meetings.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

***The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

**Date Job Description Revised:**

**By whom:**

# Person Specification

## EMPLOYEE SPECIFICATION

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

**Post Title Community Use Assistant** **School: Horizon Community College** **Grade: 2**

Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	<b>Relevant Experience</b>	Awareness / experience of working with a range of people including children.	Application form/interview	Minor
		Awareness / experience of maintaining appropriate relationships with young people	Application form/interview	Essential
		Awareness / experience providing a customer focused service	Application form/interview	Essential
		Experience of working within a sports facility	Application form/interview	Desirable
		Awareness / experience of Health and Safety procedures/systems	Application form/interview	Essential
		Awareness / experience of how booking systems operate	Application form/interview	Desirable
		Awareness / experience in the setting up and de-rig of sports equipment and basic cleaning and maintenance	Application form/interview	Essential

	<b>Education and Training Attainments</b>	4 GCSE's (Grades A to C) including English and Maths	Qualification certificates/interview	Essential
		First Aid qualification	Qualification certificates/interview	Minor
		Coaching or leadership qualifications	Qualification certificate/interview	Minor
		Fitness Qualification minimum NVQ level 2	Qualification certificate/interview	Minor
	<b>General and Special Knowledge</b>	Knowledge of a sport/fitness environment	Application form/interview	Minor
		Awareness of health and safety	Application form/interview	Essential
		Knowledge of fitness testing and development of programmes.	Application form/interview	Desirable
	<b>Skills and Abilities</b>	Ability to communicate effectively at all levels.	Application form/interview	Essential
		Ability to engage with young people effectively	Application form/interview	Essential
		IT skills particularly in relation to Microsoft solutions	Application form/interview	Essential
		Ability to work independently and as part of a team.	Application form/interview	Essential
		Ability to give users of the facilities direction as appropriate.	Application form/interview	Essential
	<b>Additional Factors</b>	Ability to work flexible hours both in the daytime, evenings and during school holidays to accommodate the changing needs of the College.	Application form/interview	Essential
		A willingness to take part in training and development opportunities as required.	Application form/interview	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

# Further Information

Should you wish to discuss the role further please contact us on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

This is an exciting and rewarding role and we look forward to receiving your application.

## **The Application Process**

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.