



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.

Welcome



Mr Nick Bowen

Horizon Community College opened its doors in September 2012 with the challenging ambition of raising achievement to a level that would put the college among the top 10% of schools in the country. With an extremely positive Ofsted report describing the college as 'Good' in every category, achievement and attainment significantly above the national average and an enviable staff base, we are well on our way to achieving this.

We have a vision for redressing the imbalance, re-shuffling the pack and giving the young people of Barnsley a better hand – a better deal - breaking the 'vicious circles' of underachievement and low aspiration and transforming the lives of every young person.

Examination results have been consistently high since Horizon Community College opened. Success in the English Baccalaureate subjects: English, Maths, Science, Humanities and Languages means that the number of students achieving the English Baccalaureate is extremely high and significantly above the national average. Examination results in other subjects: the Performing Arts, Art, Photography, PE, RE, Computing, Textiles, Sociology, Business Studies are also exceptionally high. We are extremely proud of these achievements which place the school in the top 27% of schools in the country.



Mrs Claire Huddart

It is heartening to see so many students taking on leadership roles within the college and within the wider community. We want Horizon Community College to be at the heart of this community and the impact of community enterprise activities and the full car parks up to 9.30pm in the evening highlight just how far we have come in achieving this goal too.

New Year 7 students, who start in July rather than in September, benefit greatly from having their own 'school' within the college, where they spend most of their working week. In effect, Year 7 students attend the smallest secondary school in Barnsley, but have access to the best facilities in the country.



Mrs Margaret Gostelow

We want young people to leave Horizon Community 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.

The following pages detail our Strategic Priorities and Learner Expectations and Attributes. To get a further insight into life at Horizon, [click here](#) for our latest College video.

We are proud of the professional development opportunities that exist for all staff. A full programme of CPD runs throughout the year. This is often tailored to the particular needs and stage of staff, from ITE, NQT, RQT through to leadership programmes. Where necessary we use external trainers with national profiles. For example, we are currently working closely with Gavin Clowes in our work on Kagan Co-operative Learning, and Mark Finnis around Restorative Practice.

We are extremely proud of what has been achieved within the first five years and hope you are as excited as we are about the next five. We trust this document provides you with the information you need.

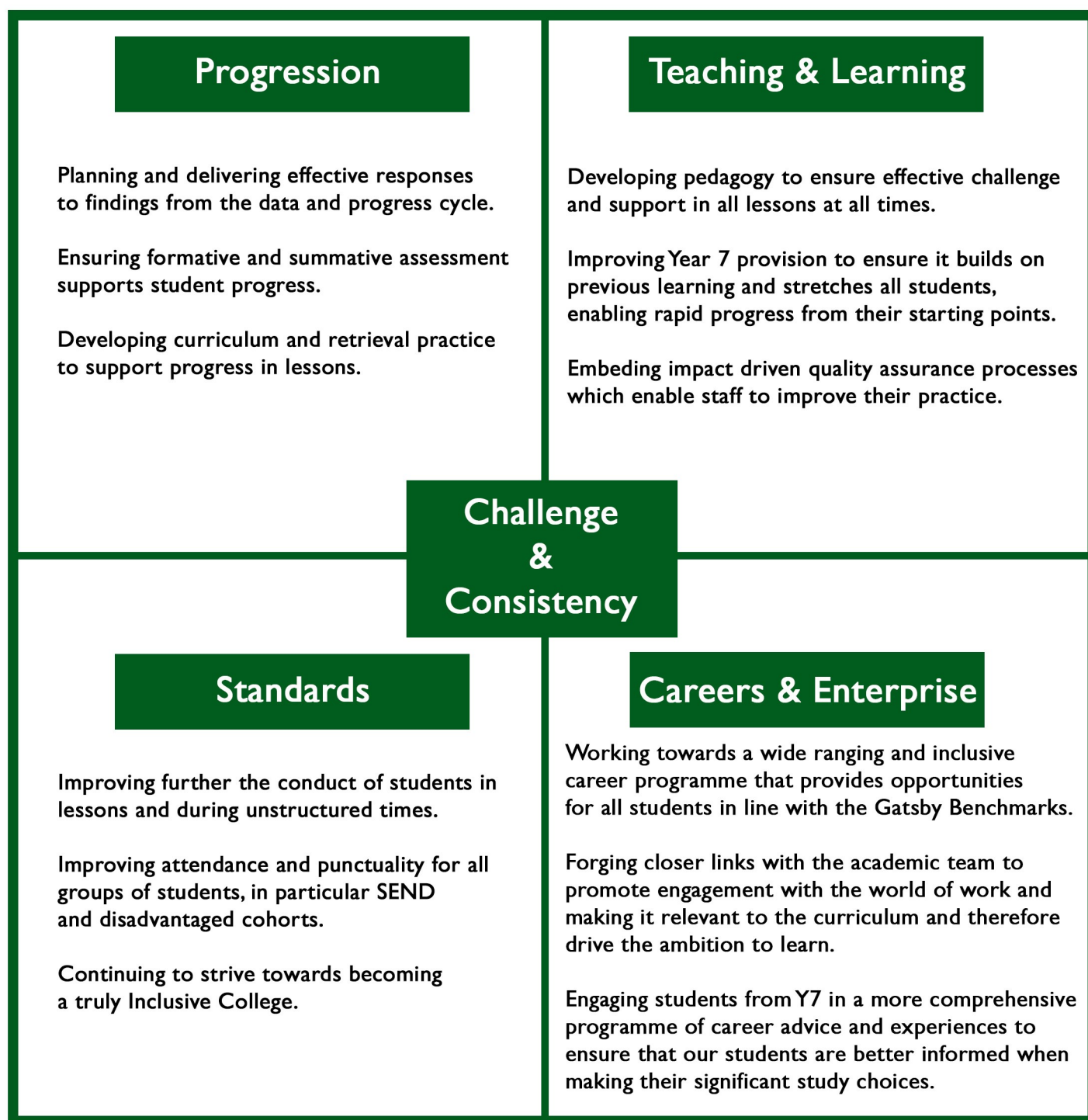
Nick Bowen
Executive Principal

Claire Huddart
Principal

Margaret Gostelow
Chair of Governors



Strategic Priorities 2018-2019



Our strategic priorities summarise our plans here at Horizon community college as we continue on the journey to achieve our ambition of being a school placed in the top 10% of all schools nationally and where students are positive role models.

Claire Huddart (Principal)

Learner Expectations and Attributes



Expectations

Attributes

Approach

Relationships

Ready to Learn

Pride

- Be smartly dressed, in correct uniform
- Take pride in all you do, especially with written tasks

Organisation

- Bring correct equipment to every lesson
- Organise your study time and complete homework to the best of your ability

Effort

- Be conscientious - go above and beyond with tasks set
- Actively look to improve your work

Engagement

- Be focussed and attentive in lessons
- Act on advice and feedback at all times

Questioning

- Contribute in every lesson
- Ask questions to deepen your knowledge and understanding

Honesty

- Take ownership of what you say and do
- If you make a poor decision, own up to it and learn from it

Respect

- Follows staff instructions straight away and without argument
- Be polite and courteous to others

Kindness

- Be considerate and supportive of others
- Treat others as you would expect to be treated

Teamwork

- Engage with Kagan cooperative learning
- Take on an active role within the team, readily sharing ideas and information

Tolerance

- Value others regardless of sexuality, race, faith, gender or disability
- Accept the quirks of others

Independence

- Demonstrate dedication & commitment
- Be self-disciplined and evidence self-direction

Resilience

- Persevere and recognise it is alright to make a mistake
- Respond well to constructive criticism

Communication

- Be able to explain your point of view
- Communicate clearly so others can understand

Inquisitiveness

- Demonstrate a love of learning
- Seek to discover new things and be prepared to take risks

Confidence

- Approach all challenges with a positive mindset
- Be willing to take on leadership roles

4

Rarely meets expectations and demonstrates few of the attributes.

3

Sometimes meets expectations but is inconsistent, and demonstrates some of the attributes

2

Meets expectations most of the time and demonstrates some of the attributes.

1

Consistently meets expectations and demonstrates most or all of the attributes.

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 14 July 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.

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:
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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)
	Relevant Experience	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
	Education and Training Attainments	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
	General and Special Knowledge	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
	Skills and Abilities	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
	Additional Factors	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.