

Community Hub Leader

Creative Education Trust
November 2024



*Creative
Education
Trust*



Dear Colleague

**Thank you for your interest in the role of
Community Hub Leader at Creative Education
Trust.**

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

Developing Community Hubs closely associated with our schools is the next step for Creative Education Trust because we believe that these hubs will provide a productive and sharp focus to our efforts, ultimately having a positive impact on overcoming the barriers to learning faced by many of our children. We are fostering a deeper connection within the community, addressing the needs of students holistically, and creating an environment where educational success is supported by both the school and the community around it.

Our Head of Recruitment, Sarah Catchpole, would be delighted to arrange further communication to discuss the role, with the Executive Team/School Principals and is available on sarah.catchpole@creativeeducationtrust.org.uk

I look forward to receiving your application.
Yours sincerely,
Marc Jordan - CEO

“We are looking for someone who embodies a blend of strong interpersonal skills, strategic thinking, and passion for community development. They should be a resilient and empathetic leader who can navigate complex challenges and build sustainable relationships. This person will not only lead the community hub effectively but also be a beacon of positive change and support within the community”.

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating 14,500 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform our schools by integrating a knowledge-rich curriculum with skills and creativity.

Because many families in the communities we serve are vulnerable and under stress, our educational work has always been supported by exceptional pastoral care and community engagement. Post-Covid and the cost-of-living crisis, we know we need to bring even sharper focus to our pastoral and community work, using our new Community Hubs to make our schools beacons of help and hope, supporting high levels of attendance, good behaviour and learning for all our children.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

SUPPORT FOR OUR STAFF

Continual Professional Development

Being a learning organisation, professional development is at the heart of Creative Education Trust. We offer extensive training and development for both teaching and support staff.

The central Learning and Development approach is calibrated to the Trust's strategic priorities, and largely informed by the schools' own requirements. Many of the central sessions are led by, or involve, expert input from staff across our network. Regular sessions bring together professionals in areas such as middle and senior leadership, colleagues new to the teaching profession, subject and pastoral specialist areas, and finance. Our packages also include practical training for managers in areas such as HR and GDPR and we are always expanding our offer to encourage professional development at all levels.

In addition to formal training, there are many opportunities to connect with fellow professionals across our network. These opportunities include: primary and secondary cross-Trust events and competitions; learning opportunities within other schools; and subject, specialism and project- specific meetings across the different Trust schools.

Health and Wellbeing

The Trust provides access to a confidential Employee Assistance Scheme through Health Assured. The service is available 24 hours a day, 7 days a week. Employees are encouraged to use this free confidential service which provides you with unlimited access to advice, information, and face to face counselling support on a range of issues including emotional, personal, legal and financial, work or relationship issues for yourself and those living within your household. There is also an online portal which provides a range of tools on wellbeing.

Professional Fees

If you are required to be professionally qualified as part of your job role, you will be reimbursed for one professional fee per year.



You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT OUR NOTTINGHAM SCHOOLS BULWELL ACADEMY & ELLIS GUILFORD SCHOOL.



The Bulwell Academy is situated in the former colliery town of Bulwell, northwest of Nottingham city centre. It is a mixed secondary school at the heart of its community, committed to providing exemplary experiences for students in Key Stages 3 and 4 that empower them to access the very best opportunities at post-16 and beyond. The academy is a vibrant and inclusive school, committed to fostering a community where students and staff feel proud and privileged to attend. Under the leadership of a dedicated team, the academy emphasises core values of aspiration, hard work and kindness. The school aims to develop students' academic achievements alongside their personal growth, encouraging them to be accountable and contribute positively to the wider community. The school maintains high standards in both education and pastoral support, ensuring a calm and orderly environment where every student can thrive. Working closely with parents, the academy remains at the heart of its community, dedicated to the success and well-being of its students.



Ellis Guilford School is located in Basford, a northerly suburb of Nottingham. It is a large mixed secondary school, serving 1,300 children between the ages of 11 and 16 years. The school is at an exciting point in its journey, having secured "Good" at its most recent Ofsted inspection in June 2023. The school believes that every child should receive an exceptional education with opportunities to realise their potential fully. Ellis Guilford is dedicated to providing the very best education through a rigorous curriculum and exceptional teaching, ensuring students flourish academically. With passionate and committed staff, the school emphasises the core values of equality, integrity, and ambition. The school also offers a robust pastoral system and a busy extra-curricular calendar, fostering positive relationships and personal growth. We support our children to become confident, independent, and balanced individuals.



You can find out more at:
www.creativeeducationtrust.org.uk

COMMUNITY HUB LEADER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Nottingham

SALARY

Scale 23 – 28 (£33,366 – 37,938)

REPORTS TO

Headteacher/Principal

THE ROLE

To develop and deliver the strategy and business plan for the Hub, and to facilitate deep partnerships between the school and the community it serves so that barriers to learning, especially related to academic attainment, behaviour and attendance are overcome. To reach out into the community so that links between home and school are developed both before a child joins the academy and during the pupil's journey throughout their school life, and to ensure appropriate support is made available as necessary. To identify and build relationships with other agencies, service providers, civil society organisations and businesses to facilitate the delivery of the Community Hub's strategic aims.

This role also involves representing Creative Education Trust's philosophy to the local community and Hub partners by fostering community links and guiding the design of strategies and programmes. The individual appointed to these roles will facilitate these initiatives within and beyond school, aiming to develop sustainable partnerships and social cohesion to benefit students, staff and parents.

KEY RESPONSIBILITIES:

INITIAL PRIORITIES

- Work with the host academies' Principals and Headteachers to develop a strategy and a business plan for the new Community Hub, including identifying potential delivery partners and sources of external funding
- Liaise with the host academy Headteacher/Principal so that the Hub is seen by parents, children and the community as an extension of the school.

You can find out more at:

www.creativeeducationtrust.org.uk

- Work with parents to support, enable and empower them in understanding the social and educational development of their children.
- Identify collaborative opportunities for young people, parents, carers.
- Under the guidance of the host school Headteacher/Principal, provide day-to-day operational support, ensuring seamless delivery of activities.
- Support students in overcoming barriers to learning where behaviour and attendance issues are a concern.
- Collaborate with stakeholders to deliver high-quality and holistic services.
- Ensure compliance with education systems, GDPR, safeguarding, health & safety, and financial regulations.
- Create a warm and welcoming environment where parents, carers and students feel safe, supported and included resulting in social connectedness.

MEDIUM TERM PRIORITIES

- Build and foster relationships with local community members to enhance services provided by the Hub.
- Carry out consultation on what activities are desired by the community at the Hub.
- Develop partnerships with appropriate agencies, charities, external service providers, civil society organisations, businesses, and funders to support the activities of the Community Hub, and to facilitate extra-curricular opportunities that develop the academic improvement and social wellbeing of students and increase inclusion.
- Maintain accurate records and data for monitoring and evaluation purposes.
- Develop engaging marketing materials to promote Hub services and drive community engagement.

STRATEGIC PRIORITIES

- Design implement, and organise events, activities, and training that align with the trust's strategic goals.
- Lead on special projects aimed at community development.

- Work with colleagues and key stakeholders to identify funding opportunities and access these streams to further the impact of the Hub.

 - Grow and develop colleagues to deliver Hub objectives.

 - Create and develop an effective system of measuring the impact of activities for quality assurance purposes.

 - Uphold the ethos of the organisation in all activities and interventions.

 - Feedback to stakeholders (including the Creative Education Trust Board, schools, parents and the community).
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This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and always ensure compliance with the Trust's Child Protection Policy. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the Academy they must report any concerns to their Line Manager or the Academy's Child Protection Officer

The job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of each school at the reasonable discretion of the Headteacher.

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSEs in English and Maths. Good standard of numeracy and literacy. 	<ul style="list-style-type: none"> Qualification in community development, teaching, or youth work.
EXPERIENCE AND EXPERTISE	<ul style="list-style-type: none"> Experience working directly with children and young people. Experience in leading community-focused programmes and activities. Experience in identifying and building strong relationships with partner organisations and funders. Experience in working with external agencies or extended services. Proven experience in project start-up and growth. Experience in marketing through various media channels, including social media. Experience in building relationships and developing partnerships in a community-led approach. Experience in organising events, consultations, and training workshops. Experience in preparing detailed reports and recording evidence-based data. 	<ul style="list-style-type: none"> Proven experience in leading teams and providing support and development. Ability to grow and develop colleagues to deliver Community Hub objectives. Experience in working with school staff, parents, and students.
KEY SKILLS	<ul style="list-style-type: none"> Strong organisational and leadership abilities. Excellent oral and written communication skills. Ability to engage children, young adults, and adults in Hub activities. Ability to develop partnerships with local government services, charities, civil society organisations, businesses, and the community. Knowledge of funding and financial management skills. Understanding of legislation and policy, including safeguarding and GDPR. Commitment to promoting equality, diversity, and inclusion. Strong conflict resolution skills. Broad awareness of trust policies and local community issues. Manage stakeholder relationships. Working collaboratively as well as individually. Knowledge of behaviour management and strategies for addressing challenging behaviour. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Confident, professional, and proactive attitude. Calm under pressure and adaptable to change. Innovative, creative, and with strong problem-solving skills. Ability to maintain appropriate personal boundaries with parents and children. Emotional resilience and reliability. Passionate about making a difference in people's lives. Empathetic and capable of building strong relationships with students and families. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Adaptable and flexible in mindset, responsibilities and location. 	

Creative Education Trust (CET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, workers and all other members of the school community to share this commitment. The CET Recruitment Policy follows the guidance set out by Keeping Children Safe in Education. All shortlisted candidates are subject to online checks and referencing prior to interview, and all offers of employment are subject to an enhanced DBS Check and where appropriate a Prohibition from Teaching search. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. CET is committed to developing, maintaining, and supporting an inclusive culture and environment for the benefit of its employees and the communities it serves.