

Recruitment Information Pack



Bosworth Academy

Community Duty Officer

Grade 5 (points 7 to 8) £18,933 to £19,314 FTE pa

Hourly Rate - £9.81 to £10.00 per hour

From as little as 5 hours per week to 23.5 hours per week

Monday to Thursday 16.30 to 21.30pm, Friday 16.30 to 20.00pm

Choose between 1 and 5 evenings to work

Required January 2022 or sooner

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Vision, Values and Ethos

<p>Vision:</p>	<p>Bosworth Academy is consistently outstanding in both OFSTED terms but more importantly in its delivery of outcomes for young people in and for, our community. Bosworth Academy is an unstoppable force for affecting social mobility.</p>
<p>Values:</p>	<p>‘No student will underachieve’ means: Outstanding outcomes for every child of every ability from every background no matter what the barriers.</p> <p>‘Be better than you thought you could be’ means: We understand that our role is not to ensure students reach their potential, it is to help define that potential.</p>
<p>Ethos:</p>	<p>We do this in an environment which is inclusive, exciting, varied and highly aspirational. The individual is recognised and celebrated. We strive for excellence and challenge in all that we do and seek out feedback and positive criticism. We believe in the capacity for continual improvement and appreciate the role of leadership. We never give up and never accept that our work is done. We enjoy and achieve and embrace our responsibility as a force for good. We can and will make a difference through the empowerment of learning.</p>

Our Offer to new staff joining the LiFE Multi Academy Trust and our schools

Professional Capital:

‘We believe in getting the right people, getting them to work together and getting them to stay’

Strategy	Description
Putting your trust in our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual Performance Management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> • providing employees with a safe, healthy and supportive environment in which to work • recognising that the health and wellbeing of our employees is important • providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to ‘Mindful Employer’ and the ‘Charter for Employers who are Positive about Mental Health’.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.



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Our Offer to staff in the LiFE Multi Academy Trust and our schools continued..



Presumed Professionalism

We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.

Development of Professional Capital and Excellence

As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We are proud of this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.

Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.

Examples of the many opportunities we encourage staff to take up externally include:

- The National Professional Qualification for Senior Leadership (NPQSL)
- The National Professional Qualification for Headship (NPQH)
- The National Professional Qualification for Middle Leadership (NPQML)
- The Outstanding Teacher Programme (OTP)
- Initial Teacher Training (ITT)

Pathways are available at apprenticeship level, EYT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.

Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.

Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.

Great access to progression and leadership responsibility

Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.





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Our Offer to staff in the LiFE Multi Academy Trust and our schools continued..



- Collaboration across all schools**

We are continually developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
- Sabbatical and flexible working policies**

We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.

Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.
- Strong Induction Process**

It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
- RCF Programme**

We offer newly qualified teachers a robust, supportive and bespoke training programme which will enable you to develop into an outstanding teacher.
- Continued RCT and RQT support**

Where possible we try to ensure that RCTs and second year teachers have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
- 3D Networks**

3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
- Attendance of staff**

Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools



The Application Process

Complete application should be returned to hr@bosworthacademy.org.uk

Or by post to

F.A.O. Mrs Carly Harper,
Bosworth Academy
Leicester Lane
Desford
LE9 9JL

An email will be sent to shortlisted candidates with details of the interview process and the outline of the day.

Queries

If you have any queries on any aspect of the application or need additional information, please contact Mrs Carly Harper via the email below or 01455 822841 ex 227 who will be happy help you. For questions regarding the role, or a visit to our school, please contact Chris Ripley or Mark Millins via email hr@bosworthacademy.org.uk

Thank you, and we are really looking forward to hearing from you.

The Advert

Community Duty Officer

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Choose between 1 and 5 evenings to work

Required January 2022 or sooner

Bosworth Academy is seeking to appoint a Community Duty Officer to work in our exciting and thriving school. The post-holder will be responsible for building positive relationships with community users, ensuring that they have access to facilities at their time of booking, performing light maintenance duties as required and the unlocking and locking of the site. The successful applicant will join a small and highly supportive team of staff and be able to make a positive contribution to the development of the Academy.

Application forms and further details may be obtained from Carly Harper at the address below or can be downloaded from www.bosworthacademy.org.uk.

The closing date for completed application forms is 9am on 10th December 2021 with interviews shortly following the closing date.

“Our Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

Bosworth Academy Leicester Lane, Desford, Leicester. LE9 9JL

Tel 01455 822841, email hr@bosworthacademy.org.uk

Headteacher: Mr Simon Brown

CEO: Mr Chris Parkinson



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November 2021

Dear Applicant



Community Duty Officer

Thank you for your interest in the above post.

Bosworth Academy is a popular and expanding 11-19 school, within the LiFE Multi-Academy Trust, which is increasingly the school of choice for parents in the area. We are seeking to appoint a Community Duty Officer to work in our exciting and thriving school. The post-holder will be responsible for building positive relationships with community users, ensuring that they have access to facilities at their time of booking, performing light maintenance duties as required and the unlocking and locking of the site. The Academy is keen to ensure that its facilities are fully booked for community use and to play its part in ensuring a fantastic offer of opportunity is in place for the local community to benefit from.

The successful applicant will join a small and highly supportive team of staff and be able to make a positive contribution to the development of the Academy. You will be directly responsible for the venue and the lettings customers during the lettings hours, with on-call support available from the midweek site team if required.

The Academy is a welcoming and friendly place to work. We encourage potential candidates to arrange a site-visit to see the site and to find out more about the role, prior to applying. For more information about this role or to arrange a site visit please contact Mark Millins, Site Manager on 01455 822841 ext 302 or email hr@bosworthacademy.org.uk

The following information is included in this pack:

- Job Profile and Personnel Specification
- An application form can be downloaded from our website
- Our most recent Ofsted report can also be found on our website or Ofsted's.

If you are interested in applying for our post, please complete the following:

- Application form
- Covering letter (of no more than two sides of A4) outlining your experience

Your application should be sent to Carly Harper by 9am on 10th December 2021 with interviews taking place shortly after the closing date.

We look forward to receiving your application.

Yours sincerely

Mr Simon Brown
Headteacher



Job Profile

Role	Community Duty Officer
Job Purpose	Responsible for building positive relationships with midweek evening community users, ensuring that they have access to facilities at their time of booking.
Responsible to	The Premises Team / Site Manager / Lettings Manager
Grade	Grade 5 (points 7 to 8) £18,933 to £19,314 FTE pa Hourly Rate - £9.81 to £10.00 per hour. Monday to Thursday 16.30 to 21.30pm, Friday 16.30 to 20.00pm.
Conditions of Service	Local Government Conditions of Service 31st March 2012
Holiday Entitlement	The post holder will be entitled to 5 days holiday per annum in the first instance as per the Local Government Conditions of Service.
The activities and responsibilities listed below are examples of the type of tasks that you will perform:	
Roles and Responsibilities	<ol style="list-style-type: none"> 1. To maintain the highest level of customer service at all times and be a friendly and welcoming face of the lettings team. 2. To ensure the facility required by the affiliated group or lettings is ready and open at the appropriate booking time and to be a point of contact for any affiliated groups or lettings during the booking. 3. Ensure that any affiliated group or lettings has the appropriate equipment made available to them and dealing with any issues that arise during the booking. 4. To ensure that any health and safety concerns are dealt with immediately. 5. To undertake general cleaning/site duties i.e. sweeping, mopping, refilling paper products etc. as required 6. To liaise closely with Site Team to ensure that lettings information is accurate and that any damage/maintenance/health and safety issues are reported. 7. To assist with the setting up and clearing away of equipment and furniture required for lettings use 8. To be familiar with and adhere to the health and safety policy

	<p>9. To take all reasonable steps to ensure users comply with the Health and Safety Policy and Conditions of Hire, including the enforcement of the 'No Smoking' Policy at all Trust venues.</p> <p>10. To ensure that correct procedures are adopted in the event of an emergency.</p> <p>11. Other duties related to the role as and when needed on Sundays.</p>
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SPECIAL FACTORS: Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the DBS regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Personnel Specification

Experience

- Experience of sport and leisure industry work or another related sector

Qualifications/ Training

- GCSE Maths and English Grade 4 (or equivalent)

Knowledge/Skills

- Very good numeracy/ Literacy skills
- Very good ICT skills
- Ability to be proactive and plan and prepare facilities ahead of bookings beginning
- Ability to work constructively as part of a team, understanding schools' roles and responsibilities and your own position within these
- Ability to relate well to children and to adults
- Excellent communication and interpersonal skills
- Good organisation skills
- Ability to prioritise effectively

Behavioural Attributes

- Customer focussed
- Has a friendly yet professional and respectful approach
- Demonstrates a 'can do' attitude and is willing to offer support to clients and colleagues alike
- Accepts, supports and quickly implements change
- Identifies and promotes best practice and encourage the sharing of ideas.
- Is able to work quickly and diligently during busy periods and prioritise tasks to ensure all are completed in sufficient time
- Proactively seek opportunities to increase lettings bookings
- Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members
- Works with others to resolve differences of opinion and resolve conflict
- Requires minimum supervision
- Takes responsibility for own and team actions
- Identifies and overcomes barriers and manage risks
- Takes quick and effective action
- Demonstrates focused implementation of role and responsibilities
- Builds strong team ethos where everyone feels valued
- Provides timely, sensitive and honest feedback on performance
- Is accountable for own development and encourages the ownership of development needs amongst team members.

