

# THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

## Youth Leader and Administrator

### Outline Job Description

#### School Context

The Bishops' Blue Coat CE High School is an 11-18 Comprehensive School, situated on the eastern outskirts of Chester, in Great Boughton. We currently have 1098 pupils on roll, 73 teaching staff and 70 non-teaching staff. Bishops' is a Church of England High School with a strong identity and where thoughtful reflective questions such as "*why are we here*" and "*how then do we live*" are part of the student experience.

#### Overview

We are renowned for our strong Christian ethos and for our very positive relationships. The atmosphere of calm, purposeful learning is frequently commented upon by those who visit us. As a Youth Leader, you will join our Chaplain and RE team to nurture spiritual development and encourage social action while administering school policy requirements.

#### Principal Responsibilities of the Post

- Manage, plan and co-ordinate activities that engage students spiritually, allowing them to express their faith.
- To encourage students to take up serving opportunities in the community as a means of leadership and service.
- To support the Chaplain in the development of the prayer space as a central focus for faith at Bishops'. Supervise activities according to school policies, undertaking supervision duties in school and during educational trips and visits.
- To understand the SIAMS framework (Statutory Inspection of Anglican and Methodist Schools) and support the Chaplain and RE team to collate materials and reports to demonstrate their work.
- To complete audits as part of self-evaluation using MS Word/Excel/PowerPoint and school IT such as the SIMS package, where training is provided.
- To communicate with the contact list below on behalf of the SIAMs lead and RE team to contribute to social media and school publications to celebrate the achievement of school plans and vision. Ensuring communication channels are maintained, and all documentation is professionally and accurately presented and circulated in a timely fashion.
- Providing cover for other team members when necessary and maintaining knowledge of various systems to assist with this.
- Service the SIAMS lead with information required for Governors' meetings and reports, including taking and dispatching of minutes and other documentation to achieve a timely and effective review of SIAMS criteria. Ensuring student information is treated confidentially and ensuring filing (paper and electronic) is up-to-date.

#### Contacts

- Governors
- Teachers and support staff
- External Agencies

- Parents and visitors
- Students
- Clergy and parish

### Safeguarding Young People

All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service check, and at interview they will be questioned about issues relating to ensuring young people's safety.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the jobholder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

### Person Specification

<b>Training and Qualifications</b>	<b>Essential/Desirable</b>	<b>How/ When Measured</b>
Educated to A level or equivalent	E	Application form
Commitment to personal/ professional development	E	Interview

<b>Professional Knowledge and Understanding</b>	<b>Essential/Desirable</b>	<b>How/ When Measured</b>
Excellent communication skills and the ability to prepare written work to a high standard.	E	Application form
Experience of presenting information in a variety of ways	E	Interview task
ICT literate, with excellent, up to date, working knowledge of MS Office suite including Word, PowerPoint, Excel	E	Interview task
Experience using SIMS	D	Interview task
Experience planning, co-ordinating youth engagement activities	D	Application form
Ability to maintain strict confidentiality, working with sensitive information	E	Interview task
Ability to work effectively and supportively as a member of a team	E	Interview task
Commitment to safeguarding and promoting the welfare of children and young people	E	Interview
Experience of customer care, counselling, mentoring or guidance work	D	Application form
Experience with charity work or supporting the work of the church	D	Application form
Experience in a similar role	D	Application form

<b>Attributes and Skills</b>	<b>Essential/ Desirable</b>	<b>How/ When Measured?</b>
A practising Christian	E	Application form
High level of inter-personal and communication skills	E	Interview
Planned and organised approach	E	Application form
Pro-active self starter	E	Interview task
Ability to work with students	E	Interview
Ability to work with colleagues at all levels	E	Application form
Commitment to further professional development	D	Application form
Ability to work under pressure and meet deadlines	E	Interview task
Co-ordinating and enabling skills	E	Interview
Sensitivity, patience and listening skills	E	Interview
Ability to work accurately and methodically with attention to detail	E	Interview task
First Aid Qualification	D	Interview

**Reporting to:** SIAMs Lead and Administration Manager

Commencing as soon as possible

Full Time

37 hours per week

8.30 am to 4.30 pm Monday-Thursday and 8.30 am to 4.00 pm Friday

Term time only 39 weeks per year (0.85903 Full Time Equivalent, paid over 12 months)

NJC point 4 with progression up to point 6 over time, £18,933 - £19,698, pro-rata plus optional membership of the local government pension scheme.

Actual salary £16,264 - £16,921 pa