

# Job Description & Person Specification

TAKE  
PART

## Head of Saturday School

A Take Part Head of School is a true creative mastermind and an inspiration to the communities we serve. They're the glue that holds everything together, ensuring a top-notch service for all. This gig is a biggie and comes with a ton of responsibility, including managing the nitty-gritty of safeguarding, human resources, finance, logistics, health & safety, premises, and processes, along with the creative aspect of productions. As the face of their setting, this leader must be a stellar communicator, an organisational wizard, and have top-notch leadership skills, as they're responsible for setting the direction of the school. You'll set the bar high for business ethics and strategically deploy resources to help Take Part achieve its objectives. With your expert operational know-how, you'll keep our Saturday School running like a well-oiled machine. It's a tough gig, but a rewarding one for someone passionate about driving a team and bringing out the best in young people, safely.

## Essential Job Functions

### Safeguarding and Child Protection – Deputy Designated Safeguarding Lead

- Responsibility for safeguarding and child protection. Overall duty of care toward the children who attend the setting, taking reasonable steps to ensure the safety of the children and to protect them from harm.
- Responsibility for safer recruitment and suitability of staff and volunteers, including recruitment, pre-employment checks and references.
- Managing safeguarding concerns, and ensuring mental health and wellbeing throughout setting.
- Supporting the DSL in developing and reviewing Take Part's safeguarding and child protection policies and procedures.
- Supporting the DSL in implementing Take Part's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Take Part's activities are responded to appropriately.
- Making sure that everyone working or volunteering with or for children and young people at Take Part understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
- Making sure children and young people who are involved in activities at Take Part and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Informing the DSL and record information from anyone who has concerns about a child who takes part in Take Part's activities.
- Supporting the DSL on responding to information that may constitute a child protection concern, including a concern that an adult involved with Take Part may present a risk to children or young people. This includes:
  - i. assessing and clarifying the information
  - ii. making referrals to statutory organisations as appropriate
  - iii. consulting with and informing the relevant members of the organisation's management
  - iv. following the organisation's safeguarding policy and procedures.

- Supporting the DSL with passing on information to and receive information from statutory child protection agencies such as:
  - i. the local authority child protection services
  - ii. the police.
- Making formal referrals to agencies when necessary.
- Storing and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- Working closely with the management team and board of trustees to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- Reporting regularly to the management team and board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
- Being familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
- Being familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Attending regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Take Part.
- Attending team meetings, supervision sessions and management meetings as arranged.
- Working flexibly as may be required and carry out any other reasonable duties.

## **Health & Safety**

- Responsibility for health & safety training provided to staff, and refresher training.
- Responsibility for First Aid.
- Support the development of health and safety plans within the school.
- Responsible for the management of facilities, including use of building premises and liaising with the schools.
- To co-ordinate the maintenance of the school site and efficient operation of facilities.
- To ensure that premises and equipment are regularly checked for maintenance and that faults and problems are logged and dealt with school premises staff.
- Advise the school of any Health and Safety issues.
- Ensure the safe maintenance and security operation of all school premises
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which Take Part's services can be provided.
- Act as the setting's Health & Safety Co-ordinator and Fire Officer.
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the School.
- Ensure the maximum level of security consistent with the ethos of the school, adult to child ratios.
- Oversee statutory obligations are being met for pupils with special educational needs, and that support is adequate for their diverse needs.

## **Admin & Communication**

- Responsibility for the Class4Kids management system for the school.
  - i. Scheduling
  - ii. Registers / Subscriptions
  - iii. Contact details

- iv. New trials
- v. Communication ie. emails to parents/Carers.
- Responsibility for the Stripe financial management system for the school & budgets.
- Responsibility for Ticketsource, box office software
- Responsibility for email exchanges for parents/Carers on a daily basis.
- Responsibility for the Take Part phone on a daily basis, answering calls and messages from parents, carers and stakeholders.
- To liaise with Digital Marketing Assistant for promotion of school.
- To create resources for teaching and planning.
- To obtain the necessary licenses and permissions to comply with performing legislation.
- To ensure that school is GDPR complaint
- Responsibility for the development, management, operation and delivery of services for the setting.
- Development and review of various school policies and supporting procedures and practices to ensure the smooth operation and timely delivery in consultation with the operational needs of the school.
- Responsibility for the content and submission of relevant information to the Management Team.
- Identify the need and be responsible for securing appropriate licenses and insurance.
- Responsibility for devising effective marketing and promotion strategies for the setting.
- To liaise with the Marketing Team and others in effectively promoting the school's public image through the local & social media, local business and community contacts.

## **Creativity**

- Overall responsibility for the production from audition process to performance.
- Timetabling all Saturday sessions, breaking down the musical numbers and scenes, and assigning to staff and rooms.
- Setting audition dates and deadlines following the TP calendar.
- Ensure marketing team are aware of details for social media campaign.
- Overall responsibility for casting and audition process.
- Responsible for booking photographers (head shots, costumed shoot & dress rehearsal) and tech team for recording day.
- Responsible for ordering props and costumes in accordance with the production budget.
- Overall responsibility for deployment on show days and rehearsals.
- Ability to provide cover in any area of creativity.
- Creating a safe environment where children and young people can flourish.

## **Line Management**

- Responsibility for Safer Recruitment processes, ensuring safe staff/child ratios.
- Responsibility for Staff Performance Reviews.
- Ensuring all staff and volunteers at Take Part are skilled and suitable to work with children and young people
- Induction and training for staff and volunteers.
- Ensuring all staff and volunteers buy into, and contribute to, Take Part's culture and values,
- Creating a safe culture and environment which can help our children and young people speak up about any worries or concerns they have.
- Responsibility for quality, diversity and inclusion.
- Responsible for conduct of staff, volunteers and young people.
- Responsible for disciplinary and capability of Saturday staff.

- Responsible for 1:1 feedback to staff and volunteers.

## Working Conditions

| Working Conditions | Details   |
|--------------------|---|
| Hours of work      | Part-time - Saturday School hours (42 weeks/year)<br>+ 1 full day in the week - full time (school holidays, flexi-time)<br>+ daily communication (emails / telephone)<br><br>Permanent  |
| Salary             | <ul style="list-style-type: none"> <li>• New Mills (Flagship School, full day Saturdays) - £14,500 + company car &amp; pension</li> <li>• Glossop (half day Saturdays) - £11,800 + car allowance &amp; company pension</li> </ul> |
| Work environment   | New Mills position - New Mills School, Church Lane, New Mills.<br><br>Glossop position - Glossopdale School, Newshaw Lane, Hadfield.<br><br>Admin hours - The Coach House, Hyde Bank Road, New Mills.                             |

## Workplace Policies and Agreements

- To abide by and follow the company's;
  - Safeguarding and Child Protection Policy & Procedures,
  - Staff Code of Conduct (Behaviour Policy),
  - Health & Safety Policy (inc. risk management & GDPR around contact information & medical details),
  - Complaints Policy & Procedures,
  - Whistleblowing Policy,
  - Online Safety Policy,
  - Low Level Concerns Policy,
  - Fire Safety Management Policy,
  - Photography & Sharing Images Policy.
- Relevant training will be provided to ensure compliance with Take Part policies.

## Person Specification

| Essential  | Desirable   |
|--|---|
| Open to work towards Designated Safeguarding Lead (Level 3) qualification      | Designated Safeguard Lead (Level 3) qualified                           |
| Open to work towards an Advanced Safeguarding Children (Level 2) qualification | Safeguarding Children (Level 2+) qualified                              |
| Open to work towards Safer Recruitment qualification                           | Safer Recruitment qualified   |
| Open to work towards Paediatric First Aid qualification                        | Paediatric First Aid qualified  |
| Open to work towards Health & Safety qualification                             | Health & Safety qualified & experience of implementing risk assessments |
| Creative, a passion for musical theatre  |   |
| Must be able to drive & have access to a vehicle                               |   |
| Ability to motivates others to achieve   |   |
| Possess a positive sense of humour and attitude                                |   |
| Ability to negotiate conflict: peacemaker                                      |   |
| Ability to work well with other people   |   |
| Excellent administration skills  |   |
| Excellent leadership skills (ability to delegate)                              |   |
| Decisive   |   |
| Enthusiastic   |   |