

Wellbeing and Oracy Facilitator

Job specification pack



Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the

tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance

- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



Sacha Corcoran, MBE (Principal)

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Inclusivity –

What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

Post Title: Wellbeing and Oracy Facilitator

Salary: £19,800 pro rata (£33,000 FTE)

Full time/part time: Part Time 21 hours per week (0.6) , permanent position

- Reporting to: Director and Deputy Director of Student Services
- Location: Big Creative Academy, Clifton Avenue, E17 6HL
- Closing date: **Wednesday 22nd November**
- **Purpose of the role: To write and deliver timetabled wellbeing sessions to all students with a focus on their career aspirations and development, the development of their personal growth, their role within society and their mental and physical wellbeing. To be the Academy Oracy Lead, delivering CPD to staff and embedding Oracy skills into the Wellbeing curriculum.**

Job Description

Principal Accountabilities: Deliver the cross academy wellbeing and oracy programme of study.

Research, plan, prepare and deliver wellbeing subjects and classes to all student cohorts. Provide pastoral support to students. Plan a themed wellbeing day for all staff and students to come together. Promote the wellbeing manifesto internally and externally.

Key Tasks:

- **Plan the wellbeing delivery in line with study programme requirements**
- **Plans and prepares for inspections, self-assessment reports and board and committee reports.**
- **Assesses students, including formative and summative assessments to ensure understanding of wellbeing topics and how students are applying the skills learnt across their study programme.**
- **Maintains and provides records and in relation to own teaching, schemes of work, teaching file and for student attendance and behaviour and engagement in sessions.**
- **To co-ordinate and conduct learner surveys as requested by SLT.**

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As part of the academy team, the wellbeing tutor acts as the main point of reference for students engaged in the wellbeing programme. The role includes:

Participation in inducting students to the wellbeing and oracy offer

- Providing educational and welfare guidance as needed or referring to the appropriate staff member
- Assisting students in preparing individual wellbeing action plans
- Following up student absence and reporting this to their main tutor
- Acting as the focal point in the maintenance of student discipline within the context of the Academy student disciplinary procedure
- Undertaking wellbeing exit interviews with students at the end of their 2 year course
- Preparing administrative returns and reports as may be needed in relation to students, quality assurance and board requests
- Deliver well-structured wellbeing sessions that fully embed oracy skills in line with the Academy's calendar of events and ethos
- Organise and execute one wellbeing day for all students
- Deliver safeguarding, PREVENT and mental health sessions each term in wellbeing sessions
- Develop the wellbeing space, the learning environment and research innovative ways and spaces to deliver the wellbeing topic
- Act as the oracy lead for the Academy, develop and deliver high quality CPD to all teaching staff
- Measure the impact of wellbeing through termly surveys and analysis of results
- Participates in activities to publicise wellbeing across the academy, with staff, students, parents and external agencies
- Assists in planning and developing courses and course materials

NOTE: This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation and confidentiality
- The post holder to be committed to safeguarding and promoting the welfare of all students at all times
- At all times operating within the colleges' Equalities policies.
- Commitment and contribution to improving standards for students as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the organisation and specialism of the area of study.

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Special Conditions of Service

- The Academy will undertake an enhanced disclosure and Baring Service (DBS) check on successful candidates.
 - Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.
 - Because this post allows substantial access to student, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.
 - All shortlisted candidates will be subject to online checks
 - All new employee at Big creative Academy, will receive a 3 to 6 months' probation period.
 - Equal Opportunities
 - The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.
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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Competencies	Degree or equivalent	Experience of delivering wellbeing or PSHE in an educational setting
Relevant Experience	<p>Experience working with young people</p> <p>Passion for working with young people and a desire to support and develop their wellbeing</p> <p>Experience of delivering information to teams</p>	<p>Experience of delivering pastoral support and or content linked to wellbeing</p> <p>Experience of planning and delivering sessions to young people</p> <p>Experience of content and session planning within a scheme of work</p>
Knowledge	<p>Experience of using, setting up, maintaining and developing administrative systems.</p> <p>Problem solving</p> <p>Attention to detail in communication and planning</p>	<p>Knowledge of wellbeing and the 8 dimensions of wellbeing</p> <p>Knowledge of oracy and how to embed oracy into wellbeing sessions</p>
Skills/Ability	<p>Ability to work some evenings</p> <p>Good communicator</p> <p>Ability to work well within a team</p>	

How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one. For an informal conversation about the role please call reception on 0208 498 3300 and ask for the person whom the post reports to.

To apply you must complete the application form found at www.bigcreative.education/bca-jobs

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated “good” by Ofsted at our last inspection.

[Read the full report >](#)

Useful links

[BCE promo video >](#)

Socials

[Insta@we.are.bce](#)

[Twitter:@we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

bigcreative.education

