|  |
| --- |
| **Job Description**  |
| **Post:** | Trust Communication Officer |
| **Pay scale:** | Grade 6, scp 19-24, £32,061 - £35,412 per annum |
| **Responsible to:** | Head of Innovation |
| **Main Location:** | STOC Central Office with travel to other sites |
| **Main Duties** |
| * Support the Head of Innovation in the rollout of new learning technology systems by creating and sharing clear communication materials in a timely manner, liaising with colleagues and IT teams where appropriate.
* Assist in liaising with Trust schools and local digital leads by preparing updates, guidance notes, and resources to aid staff understanding and engagement.
* Help capture and share examples of classroom practice where Trust-wide technologies are used to improve outcomes.
* Provide communications support to Trust schools and local digital leads, including producing guides, videos and resources under the direction of the Head of Innovation.
* Promote and support the Trust Digital professional learning offer by managing communications, advertising opportunities, sharing success stories, managing sign-ups and producing supporting materials.
* Assist in raising awareness and sharing resources about innovative strategies, including the use of AI in education across the Trust.
* Liaise with STOC colleagues, Head of IT, and other staff to ensure communications around requests or problems are clear, timely and consistent.
* Assist with the development and updating of online learning and communication resources, working alongside the Head of Innovation and key stakeholders, including to ensure learning and communication resources are current and accessible.
* Support the promotion and communication of the STOC Digital Enrichment offer across schools and wider audiences.
* Assist in implementing STOC’s Trust wide Communication Strategy by drafting engaging content, managing channels, and tracking engagement; ensuring communications are timely and relevant.
* Support the Head of Innovation in coordinating internal and external communications, including brand management, digital content and media relations.
* Support the delivery of clear, accessible communications on Online Safety for staff, pupils, and parents.
* Support the collection and presentation of feedback on the effectiveness of online materials and courses, ensuring results are communicated directly to stakeholders.
* Contribute to communications that explain improvements to process, technologies, and third-party products, supporting the Head of Innovation’s evaluations and recommendations.
* Work as part of the information function to deliver communication-related KPI’s and objectives.
* Support the maintenance and development of the STOC website and social medica presence, helping toe ensure the content is fresh, accurate, and engaging.
* Provide day-to-day support in delivering effective communications during official incidents or crises, following agreed procedures and guidance from the Head of Innovation.
 |
| **Professional standards and development** |
| * Take responsibility for and participating in continuing professional development.
* Be a role model to students through appropriate personal presentation and professional conduct.
* Support all the Trust’s policies and ethos.
* Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust’s learning community and network.
* Responsible for the health, safety and welfare of self and colleagues in accordance. with the Trust’s Health and Safety policies and procedures and current legislation.
* Reflect on own professional practice.
 |
| **Continuing professional development and formation** |
| * Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.
 |
| **General Responsibilities** |
| * Attend and participate in staff meetings, training, and briefings as appropriate.
* Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
* Contribute to the overall ethos, work, and aims of the Trust.
* Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
 |
| *These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.* *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust’s safeguarding procedures and Keeping Children Safe in Education statutory guidance.**It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.**The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.*   |

|  |
| --- |
| **Person Specification** |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application  |
|   | **Essential / desirable**  | **Evidence**  |
| **Qualifications** |
| GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent. | Essential | A/I |
| Evidence of commitment to updating knowledge through regular continuing professional development | Essential | A/I |
| Educated to degree level in relevant subject or equivalent knowledge acquired through experience | Desirable | A/I |
| Further professional development in relevant fields | Desirable | A/I |
| **Knowledge & Experience** |
| Experience of supporting communication and/or marketing activity in an academy/school, local authority, education trust or similar setting | Essential | A/I |
| Experience of writing, editing, and proofreading communications for a range of audiences | Essential | A/I |
| Experience of supporting the organisation and promotion of events and campaigns | Desirable | A/I |
| Previous experience of working within and educational, charitable, or public sector setting | Desirable | A/I |
| Experience of maintaining high standard of accuracy, presentation, and brand consistency in communications | Essential | A/I |
| Working knowledge of website content management systems and the ability to update and maintain online content | Desirable | A/I |
| Experience of monitoring engagement data from social media, newsletters, or website analytics to support reporting | Desirable | A/I |
| Ability to manage competing deadlines, prioritise workload, and respond flexibly to changing needs | Essential | A/I |
| Experience of supporting colleagues with communication tasks and providing guidance where needed | Essential | A/I |
| **Technical Skills & Ability**  |
| Proficiency in using Canva (or similar design tools) to produce professional graphics and communication materials | Essential | A/I |
| Good working knowledge of Office 365 applications, including Word, PowerPoint, Excel, and Outlook | Essential | A/I |
| Experience of creating and maintaining content on SharePoint sites | Desirable | A/I |
| **Special working conditions**  |
| Full driving licence and access to own car with business insurance | Essential | A/I |
| Willingness and ability to work at different sites  | Essential | A/I |
| **Personal characteristics** |
| Demonstrate personal and professional integrity, including modelling values and vision | Essential | A/I |
| Ability to input data accurately i.e. a good eye for detail | Essential | A/I |
| Flexible and dedicated approach to work | Essential | A/I/R |
| Commitment to Safeguarding and protecting the welfare of children and young people | Essential | A/I/R |
| Commitment to equality and diversity | Essential | A/I |
| Commitment to good attendance at work | Essential | A/I/R |
| Commitment to continuing professional development | Essential | A/I/R |