



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY



BIG CREATIVE ACADEMY
CLIFTON AVENUE
WALTHAMSTOW
LONDON, E17 6HL

TEL: 020 8498 3300
WWW.BIGCREATIVE.EDUCATION
PRINCIPAL: SACHA CORCORAN MBE



Wellbeing and Nurture Project Lead

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. Our mission is to improve the lives of young people through high quality training and creative industry experiences. We have 350 learners studying vocational programmes progressing to higher education and employment.

What we are looking for:

We are looking for a person to lead and deliver the cross academy wellbeing programme of study, lead on nurture assessments and delivery of nurture sessions.

For full details of the role, please see the job description and person specification. **If you wish to apply, please complete the application form and email it to bca-hr@bigcreative.education. The application closes on the 24th June 2021.**

To find out more about Big Creative Academy and our approach to education please see our website: www.bigcreative.education

Job application forms are available at: <http://www.bigcreative.education/jobs/>

Big Creative Academy 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. Subject to timetables we are open to flexible working.



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JOB DESCRIPTION & PERSON SPECIFICATION

Post Title: Wellbeing and Nurture Project Lead

Salary: £30k FTE

Full/part time: 0.6 wellbeing, 0.4 Nurture project

Hours: 35 hours a week

Start Date: Monday 16th August

Reporting to: Director of Learner Services

Location: Big Creative Academy, Clifton Avenue, Walthamstow, London E17 6HL

Purpose of the role: Deliver timetabled well-being 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.

<https://www.nurtureuk.org/nurture/six-principles-nurture>

The academy as part of its focus on wellbeing is engaged in a project with Nurture UK to embed the six principles of Nurture into the academy. The Nurture programme in turn provides an added layer of intervention and support for those students for whom the cross academy wellbeing programme is not enough. With a focus on inclusion and providing an inspiring, safe space to grow and flourish the project is integral to the academy's commitment to student and staff wellbeing. This post will develop the project and seamlessly embed it into the mission, vision and culture of the Academy alongside the delivery of wellbeing sessions and as a discreet provision.

Job Description

Principal Accountabilities:

- Lead and deliver the cross academy wellbeing programme of study.
- Lead on nurture assessments, and content and delivery of nurture sessions.
- 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.
- To lead on the Nurture project developing the pastoral care and the academy's disciplinary process to reflect the six Nurture Principles
- To lead on staff training for the Nurture project and represent the Academy at external nurture project meetings.
- To provide one to one and small group support for learners identified as needing further wellbeing/Nurture intervention



- Support students with low level behavioral problems identified on the at risk list with the development of a Nurture strategy
- Provide additional pastoral support to students and deliver one to one tutorials where additional support is needed to ensure student achievement for at risk students is the same as other cohorts.

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 SMT.
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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:
 - (a) participation in inducting students to the wellbeing offer
 - (b) providing educational and welfare guidance as needed or referring to the appropriate staff member.
 - (c) assisting students in preparing individual wellbeing action plans
 - (d) following up student absence and reporting this to their main tutor
 - (e) acting as the focal point in the maintenance of student discipline within the context of the Academy student disciplinary procedure
 - (f) undertaking wellbeing exit interviews with students at the end of their 2yr course.
 - (g) preparing administrative returns and reports as may be needed in relation to students, quality assurance and board requests.
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- Deliver well-structured wellbeing sessions in line with the Academy's calendar of events and ethos
 - Organise and execute one wellbeing day for all students and staff
 - 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 topics



- 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
- To identify a cohort of students who would benefit from involvement the nurture project and embed the project into the academy's pastoral and behavior policy.
- Participates in student enrolment and induction
- Plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role
- Promotes and implements all Academy policies, particularly those which refer to health and safety, equality of opportunity, maintaining standards of student behaviour and safeguarding young people and vulnerable adults. Participates in Academy programmes of staff appraisal and continuing professional development
- Develop effective working relationships internally and with external partners to ensure wellbeing sessions are sometimes led by external visitors and experts to support the academy's vision
- To operate at all times in line with the Academy's values and behaviours.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/Competencies	Degree or equivalent	Recognised teaching qualification
Relevant Experience	<p>Evidence of the ability to deliver consistently good or better teaching, learning and assessment and a proven track record in planning and delivering an excellent learning experience.</p> <p>Experience of teaching with the 16-19 age group.</p> <p>Experience of facilitating creative workshops, creative programs and working with young people at risk of becoming NEET or with serious safeguarding concerns.</p>	<p>Background in the creative industries</p> <p>Experience of working as a wellbeing practitioner</p> <p>Experience of researching the impact of a wellbeing curriculum or work place offer on people and its effects.</p>
Knowledge	A well-developed understanding of the particular needs of the 16-19 age group both in full-time education and employment and of the professional challenges by inner city students many of whom	



	<p>come from deprived backgrounds.</p> <p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours • attitudes to use of authority and maintaining discipline 	
Skills/Ability	<p>Ability to provide learning and tutorial support for students.</p> <p>Excellent planning, organisation, IT and administrative skills, the ability to see projects through to a successful conclusion, and a general high level of efficiency.</p> <p>Excellent oral and written communication skills.</p> <p>Ability to work as part of a team and on own initiative.</p> <p>Ability to be research and be up to date with research trends around wellbeing</p>	
Personal Skills	<p>Demonstrate enthusiasm.</p> <p>Aptitude for hard work, the ability to take initiatives, a flexible approach and an ability to implement change.</p>	



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ABOUT US

Big Creative Academy

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. We have recently had an Ofsted inspection and were judged Grade 2 'Good', with inspectors recognizing that the Academy makes a significant difference to the outcomes for young people. We have high expectations of our staff and students and want to be recognised as one of the leading providers of vocational programs in the creative arts. We are already a DfE best practice school for LGBT+.

Big Creative Academy opened in September 2014 and have 350 students, aged 16-19, primarily studying Level 3 vocational qualifications. Our students are diverse, challenging and ultimately extremely rewarding to work with. Our study programs specialise in music, fashion, media, gaming, events, performing arts as well as GCSE Maths and English.

The Academy is lively! We are well connected with industry and all of our teaching staff have industry experience. We also have industry ambassadors from companies such as MTV, ITN, Barcroft Media and Island Records and experts are kind enough to provide masterclasses for students. Our focus on skills, wellbeing and networks gives our students the edge in a competitive marketplace.

The Team

Sacha Corcoran MBE is Principal of the Academy, an inspiring self-made woman involved in education for over 25 years. She has brought together a small outstanding team who are committed to the vision and ethos of the Academy. There are three senior managers, 20 teaching staff and fifteen in business support. Our team are high achievers and have interesting and diverse backgrounds. Many have their own creative careers as musicians, actors, producers and fashion designers and all have a passion for creativity.

Some of the benefits of working at Big Creative Academy

Big Creative Academy has a Wellbeing Manifesto promoting positive relationships, resilience and reflection which extends to staff as well as students. We want our team to be productive and happy. The Academy provides the following benefits:

- State of the arts on site Gym facility.
- Discretionary half days on Fridays.
- A staff wellbeing day.
- An employee assistance line.
- Full pension benefits in either the Teachers' Pension Scheme or Local Government Pension Scheme.
- An individual CPD plan.
- Admin days built into the academic year
- Teaching, learning and assessment groups to share best practice and try new teaching techniques.



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Opportunities to learn from your creative colleagues, for example, learning how to DJ, sew, improve your Photoshop skills.