

Job Description: FOHR Leadership	
Post title:	FOHR Communications
Pay Range:	25-29
Reporting to:	Trust PA
Responsible for:	Internal & External Communication
Key purpose of the post:	
<ul style="list-style-type: none"> To provide and deliver a highly effective, efficient and impactful communication strategy To work closely with the Trust PA and Academy Teams to organise and manage external and internal communications, maintaining confidentiality at all times. To engage students, staff and wider stakeholders in the celebration of Raedwald's work. 	
Specific roles/responsibilities of the post:	
<ul style="list-style-type: none"> To contribute to the overall ethos/work/aims of the Trust To be committed to the safeguarding and promotion of the welfare of children and young people To propose and deliver our agreed Communications Strategy To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person To develop constructive relationships and communicate with all staff and other agencies/ professionals To participate in training and other learning activities and performance development as required To recognise own strengths and areas of expertise and use these to advise and support others Will be required to attend and participate in regular meetings with the FOHR Team to provide updates, discuss developments of the administration function and share any issues or concerns Such other responsibilities allocated which are appropriate to the grade of the post 	
Duties and responsibilities:	
<ul style="list-style-type: none"> Serve as a point of contact for Raedwald teams and stakeholders Create new and impactful PR opportunities, using the best media available Develop a network of external professionals/stakeholders invested in the celebration of Raedwald Any other duties as may reasonably be required by the CEO/PA 	
In addition to the specific responsibilities outlined above, the staff are expected to	
<ul style="list-style-type: none"> Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture Support the aims and ethos of the school Set a good example in terms of dress, punctuality and attendance Take on any additional responsibilities which might from time to time be agreed with the CEO Build strong links with parents and carers Uphold the Trust's behaviour code Participate in staff training Attend and contribute to team, SLT and staff meetings Develop strong links with Raedwald Trust sites, LA support teams, outside agencies, and partnership schools Take appropriate responsibility for own health, safety and welfare 	