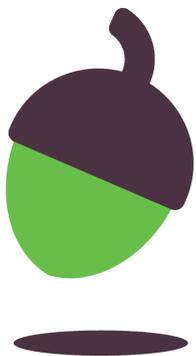


Head of Media and External Relations

Application Information Pack



OAK
NATIONAL
ACADEMY

About Oak National Academy

What Oak Provides

Oak is an online classroom and resource hub created by teachers, for teachers.

We provide 10,000 free online lessons, covering most core subjects from Reception to Year 11 across a range of subjects. We also offer an extensive specialist curriculum. As well as an online classroom for pupils, Oak's Teacher Hub provides extensive access to high quality resources, with teachers able to download lesson slides and worksheets.

Originally established in April 2020 in response to the covid-19 pandemic, Oak has grown significantly. In our first term pupils took part in 20 million lessons.

During the 2020/21 academic year Oak is supporting schools as they face continued disruption to education, with pupils isolating. Increasingly teachers are using Oak to support in a number of other ways. This includes lesson planning, pupils homework and catch-up, and support for both cover staff and early career teachers.

We average over half a million pupils using the site each week and a recent survey found 96% of all teachers now know about Oak and nearly half of all teachers are using it.

What We Are Looking For

We are a very new organisation, set up at speed in April 2020.

Whilst we are new, our reach is significant. That means we still feel like a start-up and we are looking for colleagues who can work with ambiguity, love a challenge and who roll their sleeves up. We're a small team and at Oak, everyone needs to pitch in.

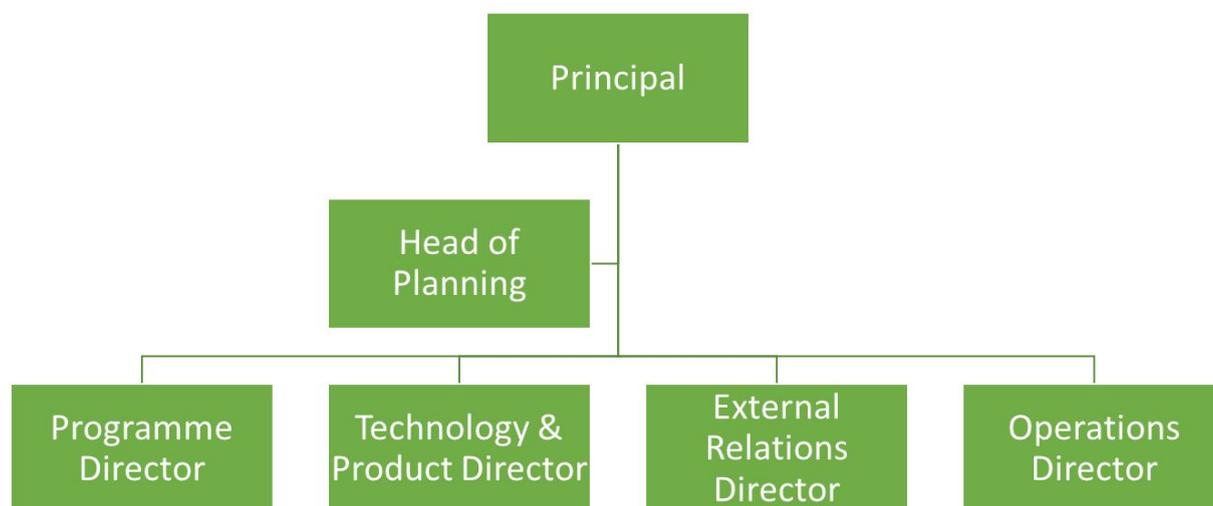
If you are up for the challenge of helping us build something new and care passionately about supporting teachers and pupils - particularly those from low income families - we would love to hear from you.

We are committed to equality, diversity and inclusion. We serve diverse communities, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective within our team at Oak.

We are creating an environment where we want everyone, from any background, to be enabled and supported to do the most amazing work of their careers so far.



Our Structure



Oak has the following core teams, each led by a Director plus our central team. These are responsible for:

Programme: The development and improvement of our curriculum offer and resources, and the management of their production.

Technology and Product: The design, development, and management of our product, platforms and technology.

External Relations: Engaging and communicating with schools, parents, and external stakeholders.

Operations: Developing and managing our finance and HR functions.

Central: Planning, governance and research and evaluation of our impact.

The Head of Media and External Relations will be part of the External Relations team.

Oak is part of, and you will be employed by, Reach Foundation, registered charity 1129683.

Head of Media and External Relations

Responsible to:	Director of External Relations
Team:	External Relations
Term:	2-year fixed contract
Salary:	£50,000
Hours:	40 hours per week (flexible arrangements considered)
Line management responsibility:	None
DBS	Enhanced

Responsibilities

- Lead Oak's Press, Public Affairs and Stakeholder relations
- Develop and deliver a press and media strategy and manage the day to day running of the press office and contact with journalists
- Manage relations with key sector stakeholders
- Develop partnerships with external organisations
- Management of any agency support
- Work closely with the Head of Marketing and School Engagement and their team
- Deputise for Director of External Relations and take on other general responsibilities as required.

Knowledge, Skills and Experience

- Significant senior experience leading press and media work
- Excellent media and political insight and judgement
- Proven success managing high profile and sensitive senior relationships
- Deep knowledge and understanding of the education sector and journalists
- Desire to get stuck into delivery, working across all areas, in an exciting, fast-paced but small team
- Managing fast-paced, demanding and high risk areas of work

GDPR and Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law and to adhere to our Data Protection and GDPR policies.

Equal Opportunities

The post holder agrees to promote and uphold the principles of equal opportunities in all our work.

Location

At present we do not have any office space and our team is remote, operating from home.

Benefits

We are not yet a year old but we are committed to providing a brilliant package for the whole of the Oak team. Our benefits are evolving in collaboration with the team.

Holiday Entitlement

We want you to take a break when you need one. So we offer 25 days per year plus bank holidays. This increases for every year you stay with us, up to a max of 30 days.

Pension

We know that saving for the future is important and so we provide a generous 11% employer contribution to your pension.

Flexible Working

Never has it been more important for employers and employees to be flexible. We recognise this and will consider adaptations for all roles.

Remote working requires good kit that ensures you are working in a safe environment. We contribute toward your home broadband and heating costs so that you can work smartly and flexibly.

Salary

We believe in transparency as well as fair pay for ambitious and talented employees. We have set pay bands and we do not negotiate on pay. This is important to us as there is evidence negotiation particularly discriminates against those underrepresented in more senior positions.

We benchmark our pay within the charities, schools and civil service sectors.

Our bands are as follows:

Band	Pay
1	£85,000
2	£70,000
3	£60,000
4	£50,000
5	£40,000
6	£30,000
7	£25,000

How to apply

Please submit an application form and submit two short videos through our [job application website](#).

The closing date for applications is Sunday 3rd January 2021.

Short, 30 minute first round interviews will be held (via video conferencing) from 11th January 2021. This will be followed by a second round interview with a task.

We are aiming for this role to start as early as possible in 2021.

If you would like to discuss the role in more detail, please contact hr.operations@thenational.academy.

We are expecting a high level of interest, so please accept our apologies if we are not able to get back to you quickly.