

Curriculum Assistant: Media and Creative Arts

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are seeking to appoint a **Curriculum Assistant** to join our thriving Media and Creative Arts team. This is an exciting opportunity to work in a dynamic and creative environment, supporting both staff and students across a wide range of visual arts disciplines. The role would suit someone with a passion for the arts who enjoys working collaboratively and contributing to an engaging learning environment for young people.

The successful applicant will have experience of working in an educational setting within the visual arts and will possess practical skills and knowledge across a range of art and design disciplines. Strong oral and written communication skills are essential, along with the ability to organise and prioritise work effectively in order to support both teachers and students within the department. Experience of working in a school or college environment would be advantageous.

THE CURRICULUM AREA

Media and Creative Arts is a vibrant, high-performing and student-focused curriculum area. The department delivers six A Level and three GCSE visual art specialist subjects, alongside A Levels in Drama and Theatre Studies, Music, and Media Studies. Our vocational provision includes the Level 3 Extended Diploma in Art and Design Practice and the Extended Certificate in Digital Media Production.

Students also benefit from a rich programme of enrichment opportunities, including CAD, Ceramics, Arts Award and Open Mic.

The curriculum area is led by a Curriculum Area Leader, supported by a Deputy and two Assistant Curriculum Area Leaders, together with a team of technicians and an Enrichment Assistant. The team works collaboratively to deliver high-quality outcomes for students and to continually develop teaching, learning and assessment across the department.

Media and Creative Arts is based in a purpose-built arts centre with well-equipped studios, workshops and classrooms. We are a high-achieving department with excellent student outcomes and a strong commitment to creative exploration. Central to our ethos is a culture of mutual respect and a dedication to supporting students in developing their creative identities and achieving their ambitions.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a permanent full-time, term-time post **commencing as soon as possible**, with a competitive salary on the SFCA support pay spine

The salary banding for this post will be 11 – 14 which ranges from £28,634 to £31,324 per annum (pro rata). The actual starting salary for this post is £24,854 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes:-

- Annual incremental pay increases, linked to performance, within the pay scale range
- Pension - Automatic enrolment into the Teachers' Pension scheme with 28.68% employer contribution or to the Local Government Pension Scheme for support staff (if applicable), one of the most competitive on the market with an employer contribution of above 20% in most cases
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm on Sunday 26th April 2026**

Interviews will be held on **Wednesday 6th May 2026**. Full details will be emailed out to shortlisted candidates.

Please return all completed application documentation via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



Paul Wilson
Principal