

JOB TITLE: Creative Arts - Curriculum Assistant

ACCOUNTABLE TO: Curriculum Area Leader

JOB PURPOSE: To support the Curriculum Area Leader in the provision of a high-quality creative arts programme supporting teachers and students within creative arts classes

KEY RESPONSIBILITIES

- To support the delivery of creative arts and media sessions within the College's Creative Arts and Media curriculum area
- To assist the teacher within practical classes and to take responsibility for bespoke groups of students in workshops and studios as directed by the Curriculum Area Leader
- To contribute to the delivery and implementation of schemes of work for subjects within Creative Arts and Media as directed by the Curriculum Area Leader
- To give technical input to students and to assist students with their practical work in studios and workshops
- To assist the teacher in the making and preparing of resources for practical sessions, as directed by the Curriculum Area Leader
- To assist in administrative and support tasks in relation to the curriculum as required by the Curriculum Area Leader
- To undertake any necessary training and professional development relevant to the post
- To assist with the planning and preparation of exhibitions and performances within Creative Arts and Media as directed by the Curriculum Area Leader

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holder's own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

Attribute	Criteria	Method of Assessment
Education & Qualifications		
GCSE Grade C or above in Maths and English or equivalent	Essential	Certs/App Form
Creative Arts Qualification: Degree/HND	Essential	Certs/App Form
First Aid at work certificate	Desirable	Certs/App Form
Health & Safety qualification	Desirable	Certs/App Form
Other relevant subject area qualifications	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Good ICT Skills	Essential	App Form/Int
Experience of working with 16-19 year-olds in an educational setting	Essential	App Form/Int
Experience of planning, delivering and reviewing creative arts workshops	Essential	App Form/Int
Experience of working within health and safety and safeguarding policies in an educational setting	Essential	App Form/Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Ability to work independently and solve problems	Essential	App Form/Int
Ability to produce high quality resources to support the curriculum	Essential	App Form/Int
Ability to work with young people in a friendly and professional manner	Essential	Int
A good understanding of, wood and or metal working processes within a workshop environment	Desirable	App Form/Int
Experience within the creative arts industry	Desirable	App Form/Int
Interpersonal Skills & Qualities		
An enthusiastic, energetic and good-humoured approach to challenges and problems	Essential	Int
Calmness under pressure	Essential	Int
Willingness to be flexible with working hours	Essential	Int
Willingness to work within a team-orientated environment	Essential	Int
A positive attitude towards students and commitment to their success	Essential	Int