

Creative Arts - Enrichment Assistant (Maternity Cover, Fixed Term)

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.

An exciting opportunity has arisen for a highly committed and enthusiastic individual to help organise, plan and deliver creative arts sessions for students within our enrichment programme and to assist with administrative tasks in relation to creative arts enrichment. The successful applicant will have experience of art workshop delivery and experience of working with young people. Strong organisational and communication skills are essential as is the ability to work both independently and as part of a team.

THE CURRICULUM AREA - MEDIA AND CREATIVE ARTS

Media and Creative Arts is a vibrant curriculum area, which includes six A Level and three GCSE visual art specialist subjects and the Level 3 Extended Diploma in Art and Design Practice, A Level and Level 3 Extended Certificate in Media as well as Music and Theatre Studies A Levels.

The area is led by a Curriculum Area Leader who is supported by a Deputy and two Assistant Curriculum Area Leaders. Together they ensure the provision of high-quality outcomes and experiences for students and lead the on-going development of teaching, learning and assessment.

Media and Creative Arts is accommodated in a purpose-built arts centre and enjoys well-appointed modern studios, workshops and classrooms. We are a high-achieving department with excellent results and outstanding student experiences. Fundamental to our ethos is a commitment to respect and nourish students' emerging creative identities whilst giving them teaching, learning and assessment structures that offer the best opportunities to understand their craft and accomplish their goals.

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 fixed term, term-time only position working 37 hours per week commencing as soon as possible to cover a period of maternity leave of up to 12 months or on the return of the incumbent post holder.

The salary will be on the Sixth Form Colleges' Support Staff pay scale 7-10 which ranges from £25,951 to £27,733 per annum pro-rata. The actual starting salary for this role is £22,525 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 or Local Government Pension Scheme for support staff (if applicable), both of which are generous defined benefit pension schemes
- 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 our life at work where 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 1st November 2026.**

Interviews will be held on **Monday 9th November 2026.** Full details will be emailed out to candidates.

Please return all completed applications via e-mail at vacancies@wqe.ac.uk

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



Paul Wilson
Principal