

JOB TITLE:	Creative Arts - Enrichment Assistant
ACCOUNTABLE TO:	Curriculum Area Leader
JOB PURPOSE:	To support the Curriculum Area Leader in the provision of a high-quality arts enrichment programme and effective organisation within the area.

KEY RESPONSIBILITIES

- To deliver creative arts sessions within the College's enrichment programme
- To ensure that there is effective planning of enrichment sessions
- To monitor the attendance of students on the enrichment course/s and to liaise with other staff in relation to student attendance and behaviour
- To be responsible for a specific area enrichment, subject to appropriate qualifications and experience
- To assist in administrative tasks in relation to the enrichment as required by the Curriculum Area Leader
- To be responsible for the administration of the Gallery space
- To assist with arts development activities as required by the Curriculum Area Leader

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures, including but not limited 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.

PERSON SPECIFICATION

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	Essential	Certs/App Form
First Aid at work certificate	Essential	Certs/App Form
Health & Safety qualification	Desirable	Certs/App Form
Involvement in Arts Mark	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	Essential	App Form/Int
Successful experience of creative arts workshop delivery	Essential	App Form/Int
Experience of planning and reviewing creative arts workshop delivery	Essential	App Form/Int
Experience of working within health and safety and safeguarding policies	Essential	App Form/Int
Experience of coaching and/or delivering sessions in ceramics, painting, drawing, CAD, digital arts, photography and/or graphics	Desirable	App Form/Int
Experience within the creative arts industry	Desirable	App Form/Int
Creative Arts development experience	Desirable	App Form/Int
Experience of working in a Post 16 education setting	Desirable	App Form/Int
Ability to work with young people in a friendly and professional manner	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	Int
Ability to work independently and solve problems	Essential	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