

Job Description: Creative Tutor

Contract: Freelance, 1 day a week (Wednesdays)

Duration: September 2020 - July 2021 (extension subject to funding)

Hours: 9am-5pm during Term time

Salary: £225 per day

Employer: Open School East, Margate

Start date: 9 September 2020

About Open School East

Open School East (OSE) is an innovative arts charity that delivers free and flexible education programmes with and for communities less likely to access traditional provision. Established in 2013 and located in Margate, Kent, OSE offers a space for artistic and collaborative learning that is experimental, versatile and non-exclusive. We equip artists at an early stage of their career with the tools to become resourceful and self-sufficient, and enable young people and adults alike to develop confidence and life skills, and shape their creative voice by becoming active learners and co-producers of OSE's programmes.

In September 2019, we launched the Young Associates Programme (YAP), a new Art and Design programme, open to young people aged 16-18 across East Kent who experience difficulty in their education, show talent and interest in creative activities and want to consider art and design as a possible future. The accredited programme supports up to 15 students in achieving a Level 2 or 3 diploma in Art and Design. Students work across sculpture, graphics, furniture design, music, film, photography and functional skills in Maths and English. The Young Associates are taught from Tuesday to Thursday, 10am to 4pm, during Term time.

We are looking for an individual to fulfil a 1 day a week Creative Tutor role on a freelance basis. The postholder will lead creative activities, working closely with the Creative Careers Tutor in the classroom. The Creative Tutor will report to the Head of Young Associates Programme.

Key Tasks and Responsibilities

- Support the development, planning, organisation and running of creative activities one day of week on the Young Associates Programme. On occasions, the Creative Tutor will be asked to support visiting practitioners with the delivery of activities tailored by them.
- Engage with young people attending the programme and build up positive relationships in order to create a fun and safe environment where young people can socialise and learn through formal and informal education.
- Support the Head of YAP with the pastoral care of the young people on the YAP. Mentoring, coaching and supporting individuals, encouraging them to develop their self-awareness, independence and individuality.
- Identify issues affecting learners and how their needs can be met. Working with the Head of YAP to monitor, document and deliver this support.
- Ensure all monitoring paperwork is completed including consent forms.
- Ensure all Health and Safety and Safeguarding policies and procedures are enforced and followed.
- To attend mandatory training which includes but is not limited to First Aid and Child Protection.

- To attend and contribute to regular planning, debriefing and review meetings.
- Any other duties, which may reasonably be required by the Open School East management team.

This job description is provided to assist the postholder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the post.

Person Specification

The person specification sets out the skills, knowledge, experience and attributes required to carry out the job. It has been used to draw up the job description and will also be used in the short-listing and interview process for this post. We are looking for examples of how your experience of working with young people using the creative arts and how your understanding of alternative education settings demonstrate your suitability for the post. We are particularly interested in knowing how you can support young people who have experienced disenfranchisement from mainstream education and who might come from disadvantaged households. We require an individual who will be able to lead aspects of delivery and manage the group independently.

You should demonstrate in your covering letter how you meet the following essential criteria.

Essential

- Significant experience of designing and delivering effective learning in the creative arts within formal or alternative education settings.
- A demonstrable commitment to creating and sustaining inclusive learning environments.
- Excellent interpersonal and communication skills with young people and staff.
- Ability to lead and manage as well as work as part of a team to an agreed action plan.
- Ability to support, motivate and encourage young people.
- Ability to handle sensitive issues with tact and diplomacy in line with OSE's Safeguarding procedures.
- An understanding of the needs of young people in challenging circumstances.
- An interest in issues concerning the welfare and rights of young people.
- Knowledge and understanding of social issues in the East Kent area.
- An understanding of the importance of Safeguarding and Data Protection.
- A commitment to Equal Opportunities.
- An ability to remain calm whilst working under pressure.
- Excellent standard of IT skills.

Desirable

- A professional teaching qualification.
- Experience delivering art and design diplomas.

- Own vehicle and full UK driving licence.

This post is subject to an Enhanced Disclosure Application to Disclosure and Barring Service.

How to apply

Please send a CV and covering letter (no more than 2 sides of A4) addressing each of the points in the person specification, your interest in the position, and contact details for two referees, to eni@openschooleast.org, with the title Creative Tutor Application.

Deadline for applications: Monday 6 July 2020, 10am.

Interviews to be held on: w/c 13 July 200; format and location tbc.