

Job Description

‘Storytelling and Creative Writing’ Workshop Tutor

Role Summary

- Develop and deliver workshops to individuals with learning disabilities
 - Provide high quality learning experiences for all students of the Charity
 - Support student artists to learn and develop in line with Charity policies and procedures
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Reports to

Creative Workshops Manager

Responsibilities

General

- Using the Charity’s Session Plan Framework, prepare engaging and meaningful workshops, with structured aims and objectives that cater for all individual student artist abilities
- Support students to identify goals and aspirations, facilitate activities that allow them to develop skills and abilities to achieve those goals as per our Student Support Framework.
- Support student artists to recognise their development and celebrate their successes, recording these milestones on Student Records and where relevant support the development of student artist case studies.
- Conduct annual student evaluations.
- Plan engaging, stimulating and meaningful activities.

Health and Safety

- Undertake all relevant risk assessments, including equipment, activities and resources used.
- Keep the studio area clean and tidy, implementing and complying with the Charities health and safety policies.
- In partnership with operational staff, ensure the pastoral needs of student artists are met and student interaction is recorded in line with our policies and processes.
- Ensure that Charity policies and procedures are adhered to, to ensure we operate a safe and inclusive space for all student artists, staff and volunteers, i.e. safeguarding, first aid, fire safety, health and safety, etc.

Professional Development

- Attend team meetings to keep up to date and share the ways in which you can contribute to achieving our wider organisational goals, as well as develop team and individual performance
- Undertake appropriate learning and development activities as required and maintain a record of all Continuing Professional Development plans

Other

- Conduct your role in line with the Charity's values and expected behaviours, always demonstrating professionalism.
- Promote equal opportunities and the recognition of diversity throughout the Charity.
- Provide support and direction to workshop volunteers.
- Any additional duties, as may be required from time to time.

'Storytelling and Creative Writing' Tutor specifics

- Ensure that the workshop activities are in line with relevant legislation and guidelines.
- Ensure that workshop is kept in good working order.
- Provide meaningful engagement and learning opportunities for student artists with support from the Creative Workshops Manager.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications, experience and background	<ul style="list-style-type: none"> • Qualification in Art and Design, or equivalent experience • Experience and aptitude to work alongside adults with learning disabilities • Experience of creative writing and storytelling • Previous tutoring experience 	<ul style="list-style-type: none"> • Adult teaching qualification e.g. Level 3 in Education and Training or be working towards a qualification
Specific skills/ knowledge	<ul style="list-style-type: none"> • Basic creative writing skills • Experience of positive approaches to working with adults with learning disabilities • Working knowledge and good understanding of Adult safeguarding issues • Excellent communication and interpersonal skills • Organised and efficient with the ability to multi-task and prioritise competing priorities • Working knowledge of Microsoft Office 	<ul style="list-style-type: none"> • Experience of nonverbal communication method i.e. BSL, Makaton
Personal Attributes	<ul style="list-style-type: none"> • An empathetic approach • Ability to deliver workshops in an engaging way • Adaptable and able to use initiative and work independently • Confident with the ability to lead a participant group with varying needs • Self-sufficient and confident to make decisions within the boundaries of the role • Organised and efficient with the ability to adapt to changing circumstances and situations • Problem solving and the ability to come up with creative solutions to issues • Ability to work collaboratively within a team • Ability to work in an organised manner and to be discreet in his/her dealings 	<ul style="list-style-type: none"> • Sense of humour