



Creative Arts Lead Tutor

Hours:	28 hours (must be available Monday, Tuesdays and Wednesdays). This includes three days of delivery for Share's Textiles class
Contract:	Permanent
Salary:	£29,072 (£36,341 pro rata) plus 5% pension contribution
Annual Leave:	28 days per year pro rata (increasing by one day per year until you reach a maximum of 33)
Location:	You will work across our sites, Share Clapham Junction, Share Brixton, Share Vauxhall and Share Tooting
Line Manager:	Senior Training Manager

About us

Share is a registered charity and a centre for training and wellbeing. We provide a range of programmes empowering adults with a learning disability, autistic adults, and adults with other support needs to live happier, healthier, and more independent lives. Our vision is a world where disabled people are fully included in society, living the life they choose, and we need talented people to help us make that happen.

We are accredited by the National Autistic Society, and we hold Investors in People – Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

The role

You'll be responsible for organising and facilitating our schedule of creative arts programmes across Share. You will line manage and support the delivery of programmes including Arts & Crafts and Textiles. You will work with the wider team to ensure we deliver a creative arts programme which maximises on the potential of our students, makes best use of local partnerships, enables students to develop their creativity skills and increase their wellbeing and communication skills. You will manage members of the Creative Arts team, overseeing and providing experience and support to them.

Your work will support our students to learn and express themselves using a variety of creative opportunities, from participating in Wandsworth Arts Fringe to working with artists or other creatives to broaden their knowledge and awareness of creative approaches to being well.

Who we are looking for

You will have a good understanding of the challenges faced by adults with a learning disability and a strong commitment to the inclusion of disabled adults in all aspects of life. Ideally, you will have experience of working with adults with a learning disability or autistic adults in a learning or community environment. You will have experience of coordinating and planning for a range of activities, facilitating inclusive and adapted sessions to meet a variety of needs, ideally for disabled adults. You will take a collaborative and empowering approach, working with students, partners, staff and volunteers to plan and deliver person-centred services. You will have excellent planning and time management skills. You will need to be an energetic person who approaches projects and challenges in a creative and flexible way. Ideally you will have had some direct line management experience.

Main Responsibilities

- To lead on our creative arts programmes at various locations looking to ensure they are delivered to the highest standard
- To deliver Textiles sessions to adults with a learning disability and/or autistic adults ensuring all sessions are inclusive, challenge students, and where possible, use digital technology and learning outside of Share's training centres to embed skills
- Develop a plan of activities for our creative arts programmes working with your team, our Wellbeing team and the management team to determine activities that support meeting students' goals
- To ensure all activities and spaces are safe, risk assessed and accessible for students, staff support and volunteers
- To work with tutors to meet organisational strategic goals with a focus on activities which support progression on the Outcomes Star
- Working with facilitators to support students' continued learning in their home environment
- Monitor the quality and impact of the creative arts programmes, their outcomes and delivery
- To work with the Senior Training Manager to understand funders and reporting requirements and measure the success of the project against those agreed outcomes
- To line manage the Creative Arts staff, supporting the development of project objectives, conducting one-to-one and appraisal meetings, and reviewing and agreeing project resourcing
- Oversee the production of learning portfolios, which will be presented to students at our graduations and annual awards day – ensuring facilitators develop portfolios using a variety of evidence to demonstrate what students have learnt during the course
- To monitor sessions to ensure the environment is conducive for the needs of our learners, e.g. in accordance with our Autism accreditation status
- Ensure feedback at Student Development Meeting for creative programmes either through support for tutors to feedback or directly due to staff absence
- To monitor and ensure tutors and facilitators are using the CRM system Civi to record student daily activities

Person Specification

Essential experience

1. Experience of planning and coordinating inclusive activities with a focus on the creative arts, achieving targets, and ensuring a good attention to detail
2. Experience of coordinating, planning and delivering sessions for adults that enable people to acquire new skills, both social and practical
3. Experience of leading, organising and contributing to the success of a small team
4. Experience of identifying, building and maintaining positive relationships with a wide range of individuals, partner organisations, support networks and agencies on behalf of clients
5. Experience of having a busy and varied workload and meeting deadlines

Desirable Experience

1. Experience of line management or leadership
2. Experience of working with adults with a learning disability and/or autistic adults

Essential Skills and knowledge

1. Excellent administration, organisational and time management skills
2. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases
3. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and session plans
4. Knowledge about best practice in autism and supporting adults with learning disabilities.
5. Great listening, communication and facilitation skills, including the ability to communicate with those who are non-verbal

How to apply

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

Please apply through our website or send us your CV and cover letter answering the following questions:

1. Please can you tell us what attracted you to this post? What qualities do you believe you possess which will make you successful in this role and why?
2. What experience do you have of planning sessions for adults with a learning disability and/or autistic adults?
3. How will you plan a programme of sessions which will support learning for a cohort of students with substantially varied levels of capability, and what will you do to ensure these sessions are inclusive for all students?

If you would like to have chat about the role or visit us prior to applying, please contact us at hadmin@sharecommunity.org.uk.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please call us on 0207 924 2949.

Our privacy policy for job applicants can be found on our website.

We look forward to receiving your application.

