

# Job Description

## Workshop Tutor

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### 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

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### Responsibilities

#### Student Support

- 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 individually identify goals and aspirations and 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 that link to the workshop topic and provide opportunities for student artists to engage in the arts community and wider community
- Plan engaging, stimulating and meaningful activities that link to Rowan's commercial ventures to help build its sustainability

#### 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 Rowan's 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 with line manager a record of all Continuing Professional Development plans

## Other

- Conduct your role in line with Rowan'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 or different duties, as may be required from time to time.

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## Woodwork Tutor specifics

- Assist in maintaining the safety of the wood workshop and the machine shop alongside the Woodcraft Tutor and volunteers.
- Ensure that the workshop activities are in line with relevant legislation and guidelines
- Ensure that workshop equipment is kept in good working order and maintained as required.
- Coordinate stock and materials as required with the woodwork team.
- Support the development and production of commissioned products, ensuring that they are in line with Rowan's Commission Framework, provide meaningful engagement and learning opportunities for student artists, and that practical deadlines are set and met.

## Person Specification – Woodwork

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