



<b>Job Title: Creatives Educational Teaching Assistant</b>	<b>Grade: 6</b>
<b>Department: Creatives</b>	<b>Accountable to: Head of Creatives</b>
<b>Contractual Terms: Temporary</b>	<b>Responsible for: N/A</b>

#### **Overall Purpose of the Job:**

The purpose of the role is to add to the artistic flair of the amazing Creatives department.

You will design, build and install engaging, and inspiring creative classrooms and learning displays.

You will support learners to develop their own creativity within lessons and on a one to one basis.

#### **Key Duties and Responsibilities:**

- Work closely with the Creatives department and other teams to advise on, design, build and install creative classrooms and learning displays.
- Work to agreed deadlines on whole school projects.
- Support learners during lessons by advising on art and design techniques and to develop their creativity.
- Provide one to one support to learners who may either need additional guidance and support in lessons or to learners who are developing their portfolios and course work for exams.

#### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.

Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Criteria		Essential/ Desirable	How Assessed
<b>Qualifications:</b>	The role requires a minimum of 5 GCSE's Grade 4 – 9 (A –C) or equivalent including English and Maths.	E	A
	Educated to degree level (or equivalent) in a creative field such as Product Design, Art, 3D Modelling or similar.	D	A
Experience:	Experience of working with young people and families.	D	A/ I
	Experience of working within an educational/multi agency setting.	D	A/ I
<b>Knowledge and Statutory Requirements:</b>	Knowledge and interest in Secondary Education	D	A/ I
	Knowledge of Health & Safety within a creative environment.	E	A/ I
	Detailed knowledge of the operation of workshop tools and equipment relevant to a creative environment.	E	A/ I
	An understanding of child development and learning	D	A/ I
<b>Planning, Organisation and Mental Challenge:</b>	Ability to be able to use creatively, judgement and problem solving skills on a daily basis.	E	A/ I
	Organisation skills are key to work across the whole school to deliver creative classrooms.	E	A/ I
<b>Empathy &amp; Social Intelligence:</b>	The post holder requires self-awareness, self-management, social awareness and relationship management together with considerable empathy, understanding and the ability to accurately read, anticipate and understand the needs, motivations, beliefs and desires of others.	E	A/ I
<b>Interpersonal &amp; Communication:</b>	The post holder requires good communication and interpersonal skills to relate to staff and learners.	E	A/ I
	Ability to remain calm under pressure.	E	I
	Confident and enthusiastic.	E	I
<b>Initiative &amp; Independence:</b>	The post holder will work from instruction, but will be expected to use their initiative and make decisions, as they arise.	E	A/ I

<b>Emotional Challenge and Resilience:</b>	Be able to deal with emotionally challenging issues and maintain a high level of resilience.	E	I
<b>Personal Qualities:</b>	Ability to contribute to effective team working.  Effective time management.	E  E	I  I

**Main Contacts:** The post holder must always project a professional image when dealing directly with learners, staff, governors, parents/carers and external bodies.

**Characteristics of the post:**  
The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** July 2020

**Signature of Post holder:** ..... **Date:** .....

**This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**

**Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the “Selection Process”, this may involve written exercises, group discussions, presentations, interview, etc.**