

## JOB DESCRIPTION

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| <b>Job Title:</b>  | Programme Tutor                                    |
| <b>Duration:</b>   | Sessional  |
| <b>Hours:</b>      | According to the needs of the timetable/ as agreed |
| <b>Reports to:</b> | Head of Learning and Participation                 |

## JOB SUMMARY

### SUMMARY OF KEY RESPONSIBILITIES

- Provide high-quality and inspirational training to participants
- Ensure an inclusive experience and activity tailored to the needs of all participants
- Provide performance and sharing opportunities
- Plan sessions that align with Wac Arts' Quality Code and Aims of Participation\*
- Provide planning for sessions when requested
- Engage in feedback and planning for future Wac Arts programme activity
- Provide compassionate, clear and helpful feedback to participants in verbal and written form
- Ensure risk assessments/ registers and any other relevant paperwork is completed for your activity and returned promptly to your line manager
- Respond to correspondence from your line manager or any other member of core staff in a timely fashion
- Report and record any issues surrounding safeguarding according to the Wac Arts Safeguarding Policy
- Demonstrate excellent classroom management and monitor behavioural standards
- Provide compassionate, clear and helpful feedback to participants and parents (where necessary)
- Mentor and support the Programme Class Assistant to develop their skills a young tutor and provide opportunities for them to lead portions of the sessions under guidance and supervision.
- Attend programme meetings and training as requested by your line manager
- Make your line manager aware of any issues or complaints
- Act as the face of Wac Arts for participants, parents & guardians
- Act professionally and with enthusiasm for Wac Arts activity, at all times

*\* Wac Arts' Quality Code and Aims of Participation will be launched fully in the academic year 2022/23, with trials and testing held during 2022.*

## **PERSON SPECIFICATION**

Candidates must have a clear understanding of and commitment to the aims of the programme. Candidates will ideally possess and be able to demonstrate all or most of the following:

### **Skills and experience**

- Excellent subject knowledge in creative/ performing arts, in any of the subjects offered by Wac Arts, or in another relevant field
- A teaching qualification or at least two years' experience in delivering sessions/ mentoring/ volunteering or other relevant teaching experience
- Experience of managing challenging behavior
- Experience lesson planning and completing subject paperwork
- Excellent time-management
- Excellent communication skills

### **Attitude and approach**

- A positive outlook
- Commitment to growth, development and positive change
- Able to work respectfully in a team
- Flexibility to adjust to change and development
- An understanding of and commitment to equality, diversity and inclusion

### **Other**

- Vaccinated against COVID-19 or have valid evidence of an exemption

### **Useful skills and experience**

- Training in safeguarding of children and vulnerable adults
- Emergency First Aid certificate

This role requires an enhanced DBS clearance, which we will arrange for the successful candidate.

### **Equality**

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.