



## **JOB DESCRIPTION**

<b>Job Title:</b>	Wac Arts Assistant
<b>Salary:</b>	£14.74 per hour (inclusive of holiday pay)
<b>Duration:</b>	Dates as follows:  Saturday 21 <sup>st</sup> September – Saturday 30 <sup>th</sup> November 2024  (excluding Saturday, 2 <sup>nd</sup> November 2024)
<b>Hours:</b>	Between 3 – 10 per week (Saturday, Tuesday and/or Wednesdays)
<b>Reports to:</b>	Head of Learning and Participation

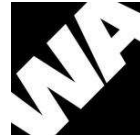
## **JOB SUMMARY**

### **SUMMARY OF KEY RESPONSIBILITIES**

The following sets out the key responsibilities and is not intended as an exhaustive list. The role will require other duties relevant to providing a high-quality service.

#### **Quality**

- Set up the classroom prior to the Programme Tutor arrival
- Escort each class to and from the Atrium space
- Work with the Programme Tutor to plan how you can best support the session
- Support the Programme Tutor to provide high-quality and inspirational training to participants ensuring an inclusive experience and activity tailored to the needs of all participants
- Lead warmups, or portions of the session as directed by the Programme Tutor
- Reflect upon and respond to feedback
- Assist with materials, playback and/ or tech support during the session
- Proactively engage students in the class and assist them with their learning
- Provide compassionate, clear and helpful feedback to participants and parents (where necessary)



- Engage in feedback and planning for future Wac Arts activity

### **Inclusion**

- Ensure an inclusive environment, tailoring activity to meet the needs of all participants
- Assess participants' physical conditions, capabilities and limitations
- Assist the tutor with classroom management and behavioural standards
- Supervise students when the Programme Tutor is out of the room
- Be present and focused on the young people in sessions
- Provide compassionate, clear and helpful feedback and advice to participants on their technique and practice

### **Safety**

- Ensure registers and any other relevant paperwork is completed for your activity and returned promptly to your line manager.
- Report and record any issues surrounding slips/trips/falls and safeguarding according to the Wac Arts Policy and procedures
- Actively feedback on any issues or complaints to your line manager.

### **General**

- Act as a positive advocate for Wac Arts at all times
- Act as the face of Wac Arts for participants, parents & guardians and ensure you wear your Wac Arts uniform each week
- Act professionally and with enthusiasm for Wac Arts activity, at all times

### **PERSON SPECIFICATION**

Candidates must have a clear understanding of and commitment to Wac Arts' mission, values and the objectives of the programme. Candidates will ideally possess and be able to demonstrate all or most of the following:



## **Skills and experience**

### **Essential**

- Some experience of the creative/ performing arts, in any of the subjects offered by Wac Arts, or in another relevant field
- Some leadership experience
- Excellent time-management
- Excellent communication and interpersonal skills

### **Desirable**

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

### **Attitude and approach**

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

This role requires an enhanced DBS clearance, or a willingness to undertake one. We will arrange this 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.

### **ABOUT WAC ARTS**

Wac Arts is a charity driven by the needs of young people and the community for over 40 years. We have a commitment to those who face barriers to opportunity, using the infinite power of the arts to unleash the extraordinary potential of young people.

Based in the Old Town Hall, Belsize Park, London NW3, Wac Arts is an inclusive creative hub where young people build confidence, artists connect, and other arts and cultural organisations thrive. Sharing our home with a variety of building partners allows for boundless collaboration, creativity and opportunity for our young people and the community.

Our home reflects the diversity of our world and celebrates our heritage of performance and participation. Our community is bound by people who will stop at nothing to inspire young people through lifelong learning and the arts.