

Job Description – Ref 3052

Position: Ceramics & Mixed Media Tutor/Facilitator

Reporting to: Manager/Director

Location: Workshop305 CIC, Wimbledon

As a Tutor/Facilitator, you will provide excellent quality Workshops to our students in an engaging way which is suitable to the needs of those attending. The Tutor/Facilitator will work alongside the team of Tutors in designing, delivering and evaluating Workshops which are varied and highly creative. As an employed Tutor/Facilitator this role will also support the Directors and Management team in the overall operational running of the Workshop, taking responsibility for the management and delivery of its processes and procedures as and when required. You will also be responsible for creating and adding content to the Workshop's social media accounts.

Teaching & Evaluating

To ensure the smooth running of the ceramics workshop, packing and unpacking kilns, mixing glazes, managing clay stock and recycling, processing and recording work.

Plan, design, deliver and evaluate high-quality, creative workshops that are engaging, accessible and appropriate for students with a range of abilities, ensuring successful project delivery within agreed timescales.

Provide project and course plans, workshop resources and supporting materials as required to facilitate effective learning and project outcomes.

Teach in a flexible and creative manner, adapting activities and approaches to meet individual learning needs and supporting volunteers, support workers and other staff where required.

Provide each student with an engaging and productive learning experience by monitoring individual progress, goals and outcomes, producing reports and supporting students in the development of progress folders and portfolios where appropriate.

Organise and attend project review meetings, educational visits and other activities that support learning and personal development.

Ensure that individual support needs are met in the planning, delivery and review of workshops through the completion of risk assessments, liaison with third-party organisations and care providers, maintaining attendance records and contributing to individual support plans.

Provide wellbeing support to students where required and promote a positive, inclusive and supportive learning environment.

Responsible for kiln firing and ensuring safe and correct use.

Community Engagement & Development

- Work collaboratively with other Tutors and Volunteers to review workshop successes, make recommendations and support the Directors in identifying opportunities for new workshops, products and services.
- Prepare lesson plans and project briefs, with focus on saleable work.
- Engage with local communities and partner organisations in promoting and showcasing student work through exhibitions, installations, demonstrations and external workshops.
- Collaborate with colleagues to ensure that exhibitions and public-facing projects are professionally presented, well curated and reflect agreed project themes and objectives.
- Attend and positively contribute to team meetings, planning sessions and organisational development activities.
- Responsible for social media management and ensuring the website is kept up to date.

Operations & Duty Management

- As and when required, take responsibility in accordance with the rota as a Duty Manager. When acting as Duty Manager, oversee the effective day-to-day running of the Workshop, including opening and closing the building, acting as a keyholder and supporting Managers and Directors in maintaining high standards across the facilities.
- Demonstrate flexibility and a willingness to undertake additional responsibilities in support of the Workshop and wider organisational needs.

Health & Safety

- Take shared responsibility for maintaining a safe working environment, ensuring compliance with organisational policies and relevant health and safety requirements.
- Support Managers and Directors in maintaining the building, facilities and equipment to a high standard and reporting any issues or concerns promptly.
- Attend all mandatory training and development required for the role. This may include training and responsibilities relating to First Aid, Fire Marshall duties, safeguarding and the provision of personal care or medication where required.

Person Specification

- Degree/qualification in arts/crafts/ relevant subject or a minimum of 2 years' experience as a technician in a creative environment.
- Passion for and experience in delivering creative arts and crafts workshops.
- Passion for, or experience in, working within the social care, welfare or community sector.
- Self-motivated, enthusiastic and positive in approach.
- Ability to build strong relationships across teams and influence others.
- Strong project management skills with a track record of successful delivery.
- Commitment to high-quality service and workshop delivery.
- Strong team player who is willing to be hands-on and support wider organisational activities as required.
- Excellent verbal and written communication skills.
- Strong organisation and communication skills.
- Experience in creative workshops; interest in social care desirable.
- Proactive, flexible, and team-oriented.
- Willingness to take ownership of social media and marketing.

Hours:

Tuesday, 1.30pm – 9pm: inc staff presence at our public ceramics evening workshop

Wednesday, 9am – 4.30pm

Thursday, 9am – 4.30pm

Friday, 9am – 4.30pm

30 hours p/w