



## JOB DESCRIPTION

NAME:

POST: Engagement Creativity Culture – Studio Assistant

GRADE:

### RELATIONSHIPS

The Studio Assistant, will work directly with the Assistant Director for Engagement Creativity and Culture in association with students, colleagues, and partners within, across and beyond our Trust to achieve our strategic objectives. All postholders are ultimately responsible to the Chief Executive Officer

### PURPOSE

The role's key purpose is to offer technical support to the Assistant Director for Engagement, Creativity & Culture and aid the delivery and design of sequential and progressive creative medium programmes, accreditations, interventions, and awards. The Studio Assistant will also support the team in delivering the Trust's two key objectives; improve student outcomes, become an employer of choice

### MAIN DUTIES & RESPONSIBILITIES

#### ENGAGEMENT:

- Support with enriching and improving the curriculum and learning experience on offer across the Trust: working directly with students, engaging/re-engaging their learning. Supporting identified groups of students (such as disadvantaged and vulnerable students) within a diverse range of creative programmes of study.
- Supporting students, families, and community groups in the delivery of engaging activities, working across individual academies and/or groups of academies and the trust.

## PROJECT/EVENT COORDINATION:

- Assist in the planning, preparation, and execution of activities/projects/exhibitions.
- Prepare and organise materials for projects/workshops/exhibitions.
- Promote events through various channels including social media.

## CREATIVE SUPPORT:

- Facilitate a welcoming and inclusive environment for all learners.
- Support learners in their creative and cultural projects, with guidance and encouragement.
- Provide technical assistance with various art forms including digital and traditional aspects of creativity.
- Collaborate with the AD for Engagement Creativity Culture to develop engaging and innovative curricula.

## CULTURAL PROGRAMMING AND MARKETING:

- Support the growth of our Trust's identity in alignment with our vision and values Together we are: courageous, innovative, excellent.
- Support the development of programmes and initiatives that celebrate diverse cultures and perspectives.

## ADMINISTRATION SUPPORT:

- Assist in organising and maintaining project schedules. liaise with schools, colleges, universities, businesses, and employers.
- Work with the AD for Engagement Creativity & Culture to raise the Trust's local and national profile through various channels including social media.

## GENERAL

- To promote and support AE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.

- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.
- Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.

### ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: ..... Date: .....

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.