**Artist support**

**Job Purpose:**

The Artist support will enhance delivery of creative arts programmes and undertake work that supports children and young people.

**Main responsibilities and duties**

**1. Support for children**

1.1 Supervise and provide particular support for children ensuring their safety and access to activities.

1.2 Establish positive relationships with children and interact with them accordingly.

1.4 Promote the inclusion and acceptance of all children.

1.5 Encourage children to interact with others and engage in activities led by the lead artist.

1.6 Provide feedback to children in relation to their achievements in an activity under guidance of the lead artist

**2. Support for lead artist**

2.1 Maintain a purposeful, orderly and supportive environment

2.2 Use strategies, in liaison with the lead artist, to support children and maintain safe a happy space

2.3 Assist with the resourcing and setting up of activities.

2.4 Liaise with parents via Class Dojo.

**3. Recruitment**

3.1 Communicate with potential new participates via e-mail or phone

3.2 Process registrations

3.2 Advertisement

3.3 Distribution of advertisement

**Requirements:**

All applicants **must** have the following…

* A recent DBS or willing to undertake one.
* Adequate understanding of IT and be familiar with social media platforms.
* Basic functional skills in Maths and English
* To have achieved level 2 or GCSE qualifications. Preferably in an expressive/creative art subject or childcare.
* Good customer service is required, the roles will involve front facing environment and working with various groups, therefore a professional manner is a must.

All applicants must be willing to undergo in house training and complete the following `

* Safeguarding
* Health and safety training
* Behaviour Management

It is desirable that applicants will be…

* Confident with interpersonal skills and comfortable working with varied groups and ages.
* Able to have some prior knowledge of youth or community work. (paid or volunteer roles acceptable).
* Friendly, approachable, presentable with good communication skills.
* Good time keeping, able to be flexible with work time requirements.
* Reasonable level of soft skills, such as travelling to work, able to learn new skills and have a positive attitude to work.
* Hold a full UK driving licence

**What we will offer:**

Artist support will supported by working alongside and directed by a professional artist and other staff to enable them to fufill their role.

CPD will be provided for the following:

* Safeguarding & Child Protection
* Childcare
* First Aid

The artist support will meet catch up weekly with our programme manager to ensure the artist support is given a clear understanding of their role and what will be expected of them throughout the week. This will give the Artist Support the chance to ask questions to give clarity to their expected duties.

The artist support will be given a wellbeing mentor to catch up with at any time and to discuss how they are feeling and how they could continue to progress themselves within in their role.