



**WORK AT**  
**SHIPLEY**  
**COLLEGE**

# Arts and Creative Workshop Facilitator

## Shingley College - Great people, great place!

**Hours:** Variable hours

**Salary:** Non-Vocational £20.36 per hour (£25.82 per hour including holiday pay)

**Closing Date:** Open

**Interview Date:** By Agreement

We are seeking a passionate and engaging Arts and Creative Workshop Facilitator to lead small group sessions within our community learning program.

We'd like you to help our community develop their art skills; creating a collaborative or individual piece ready to showcase as part of a Bradford2025 exhibition.

Working predominantly within community centres across Bradford, these sessions will support new creatives to express themselves and build confidence as they make new friends and tell their story through their art.

<b>Benefits we offer include:</b>	<b>We are looking for someone who has:</b>
<ul style="list-style-type: none"> <li>● Teachers pension contributions</li> <li>● Access to a free gym on site</li> <li>● Access to free onsite car parks</li> <li>● CPD/ Professional Development opportunities</li> <li>● Reduced cost train travel and shopping*</li> <li>● Shopping discounts with discount app</li> <li>● Access to reduced cost catering facilities</li> </ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"> <li>● A Degree; or professional qualification; which is appropriate to the role/work or significant working experience</li> <li>● Relevant successful teaching experience</li> <li>● Qualification in Maths and English Language</li> <li>● Excellent organisational, interpersonal and communication skills</li> <li>● Proficiency in the use of IT tools</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shingley.ac.uk](http://www.shingley.ac.uk).  
Completed applications should be submitted to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk)

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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## JOB DESCRIPTION

<b>Title:</b>	Arts and Creative Workshop Facilitator
<b>Responsible to:</b>	Head of Department - Community Learning
<b>Grade:</b>	PTL

### INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### PRIME OBJECTIVES OF THE POST

As a workshop leader/facilitator you will deliver small group sessions to people that are likely to be new to the creative world.

You will be supported by our friendly Arts and Creative staff at Shipley College to determine the range and scale of activities that you may be able to present to participants.

We want art to be the medium that connects people, helps them to make new friends and potentially provides them with a new, lifelong passion for creativity and expression.

These courses do not carry any assessments or qualifications - though as a Shipley College experience, we expect that students are supported to develop to their potential and that these workshops are engaging and purposeful.

### DUTIES AND RESPONSIBILITIES

- To provide the highest quality creative workshops to students using the most appropriate and innovative methods that builds their confidence and skills.

- To ensure the smooth running of courses, including timely and accurate completion of attendance records and the college's standard administrative procedures.
- To maintain excellent classroom management and discipline whilst observing College regulations
- To have well-developed strategies in place to keep learners safe and to support them to develop their own understanding of the risks in order to keep themselves and others safe
- To support the effective use of satisfaction surveys, complete the course review documentation as required, and act upon recommendations for course improvement as part of the College quality system
- To assist the Head of Department and team in the planning and review of courses - contributing to our culture of continuous improvement and innovation
- To advise the Head of Department/budget holder on any required equipment and materials
- To attend Course Team, Department and College meetings and external meetings appropriate to the post (paid at a meeting rate as appropriate)
- To represent the College on appropriate and agreed public occasions, such as recruitment events, and to promote the best interests of the institution by creating a positive impression of the College in the minds of potential stakeholders (paid at a meeting rate as appropriate)
- To contribute to the marketing and promotion of courses in the Department

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality, Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
A Degree; or professional qualification; which is appropriate to the role/work or significant working experience	✓	
Extensive experience in in the subject area taught	✓	
Relevant successful teaching experience and/or industry experience	✓	
Level 2 (equivalent) Qualification in Maths and English Language (or willingness to work towards)	✓	
A Teaching Qualification *		✓
Knowledge and experience of current teaching and learning strategies		✓
Experience of supporting people to develop their arts and creative skills	✓	
Competence in IT	✓	
Excellent Organisational Skills	✓	
Excellent Interpersonal Skills	✓	
Ability to work as part of a team	✓	
Willingness to work to a flexible attendance pattern, including evenings by negotiation	✓	

### Message from the Principal



Shipleigh College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipleigh College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview



Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

date that you will not have been selected for interview on this occasion

**Diana Bird  
Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**99%** agreed with the statement: **"I am happy with the teaching on my course"**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**98%** of students agreed with the statement: **"I am happy with the College overall"**

