

Job Description

STUDENT SUPPORT – PART TIME

Role Summary

- As part of a team provide student wellbeing and support

Reports to)

Student Support Manager (SSM)

Responsibilities

General

- Maintain continuity of high standards in all aspects of the Charity's service delivery
- Responsible for ensuring high standards of health and safety compliance
- Share in opening and ensuring the facilities are prepared for the arrival of students in the morning
- Support the proactive safeguarding of student artists

Students

- Facilitate and oversee the meet and greet of student artists
- Settle in new student-artists, assist with work experience and taster sessions.
- Support the student-artist recruitment process, ensuring accurate recording on Rowan's reporting systems.
- Help maintain accurate student-artists' records in line with Charity procedures
- Assist the SSM to implement development, support and behaviour plans/strategies for student-artists.
- Assist the SSM with student-artist welfare issues, including reporting into care plans and liaising with student artists' support networks as required. Supporting the implementation of student artists' risk assessments
- Assist with the assessment and evaluation process by providing workshop cover

Workshops

- Provide tea break and lunchtime support for student-artists
- Assisting with trips if needed
- Occasional short periods of workshop cover

Other

- Any additional or different duties, as may be required from time to time.

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications, experience and background	<ul style="list-style-type: none"> • Experience of working with adults with support and care needs • Ability to keep accurate records 	<ul style="list-style-type: none"> • Previous experience of creating and delivering art related workshops • Knowledge and experience of using databases
Specific skills/knowledge	<ul style="list-style-type: none"> • Ability to work collaboratively and a good team player • Strong communication skills with the ability to communicate consistently and effectively across all relevant areas of knowledge and expertise • Positive and supportive attitude • Ability to multitask and prioritise work in a dynamic environment • Self-sufficient and confident to make decisions within the boundaries of the role • Ability to be flexible and adapt ways if working to meet the needs of the student artists • Experience of working and collaborating across team /organisation to achieve a positive experience • Proactive and creative approach to problem solving • IT skills, particularly with Microsoft Office • Working knowledge of GDPR • Knowledge and experience of adult safeguarding 	
Personal Attributes	<ul style="list-style-type: none"> • Approachable, confident and nurturing nature • Works with integrity, objectivity, accountability, and transparency • Remains assured, diplomatic and balanced when dealing with sensitive and/or difficult situations • Willingness to adapt to ever changing environment 	<ul style="list-style-type: none"> • Sense of humour
Other Requirements		<ul style="list-style-type: none"> • Full Driving License