



## Volunteer Creative Teaching Asst role description

<b>Hours:</b>	3.5 hours per week for course duration
<b>Responsible to:</b>	Creative Tutor
<b>Start date:</b>	see course outline
<b>Venue:</b>	Cambridge City / North & South Cambridge Community Venues
<b>Dates:</b>	see course outline

### Background

Cambridge Community Arts is a charity offering a range of creative courses to adults at risk of social isolation, primarily due to mental or physical ill-health or other learning challenges. Our courses are delivered by creative tutors in community venues in Cambridge and Fenland. We have worked with over 2000 individuals who tell us that our courses are life changing. In addition to developing creative skills, they grow in confidence and re-engage with communities. Class sizes are kept small (max class size is 10) and we ensure learners have the appropriate support to let them attend, engage, enjoy and achieve. CCA has a network of experienced freelance Creative Tutors, many of whom have combined their creative careers with teaching or supporting people in the community.

### Creative Teaching Assistant

The volunteer creative teaching assistant (“the assistant”) will attend weekly workshops under the supervision of a professional creative tutor, to provide support to adult learners on a non-accredited short course. The assistant ensures there are two members of staff present to ensure a high level of support is available if required. The assistant will help prepare the room and resources required before the session starts and help pack away at the end of the session. The assistant will be expected to provide support in classes that include practical creative activities, written work, group discussion and reflection. The assistant may be required to provide practical and technical support, help and encouragement, including providing 1:1 support to specific learners as directed by the tutor. The assistant will contribute to a weekly report detailing the nature and effectiveness of support provided to learners. *Please see the course outline for course specific details.*

### Skills and Experience required

The assistant must be confident to pro-actively support others, be patient and have excellent interpersonal and written communications skills. They must be creative and have demonstratable, relevant artform experience or education. The assistant will need to be reliable, punctual and provide support for the whole session, including set up and clearing up. The assistant will be expected to attend an annual induction to ensure they are confident to uphold CCA’s values and Policies & Procedures within their role. Adult safeguarding & PREVENT training are required but can be arranged if not already held. Knowledge/ understanding of mental ill-health or learning support needs is desirable, but not necessary. The position is subject to an enhanced DBS check, the cost of which will be met by CCA.

### Expenses

Reasonable travel expenses can be provided if necessary.

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