



DIOCESE OF WESTMINSTER

Job profile

Location:

Reporting to:

Job Purpose:

Tutor/Tutors (part time)

St. Joseph's Pastoral Centre

Social Enterprise Manager

To run the ceramics class at St. Joseph's, teaching a wide range of skills to adults with intellectual disabilities with a view to them producing work fit for sale - a potential social enterprise. Course has been designed to develop clay skills such as hand building, slip casting and there is the possibility of working with the wheel. Candidate is encouraged to develop his/ her own practice and use this to develop and shape the course. The course is not only about developing ceramic skills but is a vehicle for nurturing and encouraging the students to develop their own key skills, so knowledge and experience of working with adults with learning difficulties is desirable.

Principal duties and responsibilities

- To plan, deliver and monitor the 'Ceramics' course.
- To work creatively with clay inspiring others to develop their practice and enrich their life skills.
- To work in a 'person centred' way with each student.
- To motivate and inspire students in this subject and assess their achievements and progress
- To manage the support staff and volunteers on that course
- To develop the potential for a social enterprise

Person specification: Tutor/Tutors (part time)

Contract Type: Part time (Term Time)

Salary: £18.28 per hour

Hours of work: 6 hours per week (Mondays + agreed additional hours: training, staff meetings, reports)

Key Areas of Responsibility:

- To work creatively with clay, building a course that will inspire and challenge the students.
- To promote individual skills such as slab building, coiling etc.
- To plan programmes of work in developing large scale communal clay projects.
- To teach and support the students to reach their full potential within this course.
- To train the support staff and volunteers in the specific methods and techniques being used on this course
- To work in line with St Joseph's Pastoral Centre course planning, evaluation, and student monitoring systems.
- To work in accordance with St Joseph's Pastoral Centre's Health and Safety policies, confidentiality policy, safe-guarding adults procedures, and risk assessments.
- To liaise in a professional manner with colleagues and other agencies, ensuring that information is accurately and promptly communicated to other professionals and carers as directed by policy and good practice.
- To actively participate in supervision and training sessions.
- To work within the overall strategy and budget for the Centre
- To introduce the skills required in the students to work practising mutual support.
- To explore and introduce the working of a social enterprise project

Person Specification:

- Ceramics related qualification.
- Knowledge and experience of working with people with learning difficulties.
- Some experience of teaching is preferable.
- Ability to work independently, creatively, and as part of a team
- Ability to motivate yourself, staff and students
- Good interpersonal and communication skills, both written and verbal
- Commitment to the mission and values of Caritas St Joseph's

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required