#### Job Description

**Job title: Artsmark Officer**

**One year fixed term position**

**REPORTING TO:** Senior programme associate (Bridge)

**Salary:** £26,237 pro rata 3 days per week

**Job Purpose:**

To coordinate and deliver Artsmark ‘Introductory days’ for schools in London, and to support schools through the Artsmark process.

**Job Context:**

A New Direction is an organisation that exists to offer young Londoners access to arts, creative and cultural opportunities. Through strategic regional partnerships and programmes, the organisation is well positioned to influence and connect leaders from across the arts and education sectors to deliver major initiatives, share knowledge and deliver against strategic objectives.

A New Direction (AND) delivers a range of programmes, and is funded by the Arts Council England to deliver its national Bridge programme in London. Schools are core to this work, and Artsmark is a key priority. Through the Bridge programme, A New Direction works to support London schools to achieve Artsmark. The Artsmark Officer will deliver the new Artsmark ‘Introductory Days’ for teachers and senior leaders from schools starting the Artsmark process, and provide support and information for Artsmark schools as they progress along their Artsmark ‘journey’.

The Artsmark ‘Introductory day’ acts as a school’s first step in the Artsmark process. The session introduces schools to the Artsmark process and key documents, explores the Arts Council’s Quality Principles, and supports teachers and senior leadership to start to write the school’s Statement of Commitment, the first key document in the Artsmark process. A New Direction expects to deliver 31 ‘Introductory days’ in the 15/16 academic year (at least one per week in term time from November 2015 onwards). Each session will accommodate a maximum of 24 people.

**MAIN RESPONSIBILITIES AND TASKS**

**Facilitation**

* Facilitation of Artsmark ‘Introductory days’

**Support**

* Support for schools interested in starting or already involved in the Artsmark process, by phone and email
* Delivery of Artsmark support surgeries where demand exists
* Signposting schools to information, resources, and other AND programmes where relevant

**Admin and Communication**

* Monitoring bookings and cross-referencing with lists provided by Arts Council England
* Preparing resources and attendance lists for each session
* Contacting attendees in advance of each session to set preparatory work
* Sending follow-up emails after each session with next steps
* Monitoring school progress using reports from Arts Council England
* Evaluating delivery using standard AND evaluation tools
* Any other relevant administrative tasks that may be required

This is a description of the job as it is presently constituted. It is the practice of A New Direction to periodically review job descriptions and to update them. This process will be conducted in consultation with you. It is the aim of A New Direction to reach agreement on any changes but if agreement cannot be reached, A New Direction reserves the right to insist on such changes to your job description after consultation with you.

**Person Specification**

**Skills and abilities**

* Dynamic, positive, creative facilitation skills
* Excellent communication skills – written and oral
* Good telephone manner
* Excellent interpersonal skills
* Able to communicate with a wide range of stakeholders, and act as an effective ambassador for A New Direction
* Excellent attention to detail

**Knowledge/ Qualifications/ Training**

* Good understanding of Artsmark and Arts Award
* Good understanding of London schools
* Good knowledge of the statutory education system and the role of the arts, creativity and culture within schools particularly
* Computer literate in Microsoft Office (Word, Excel, Powerpoint)

**Experience**

* Experience of delivering training and CPD for teachers and senior leaders
* Experience of working with teachers and senior leaders in schools
* Experience of working in or with the arts, cultural and creative sector

**Behaviours/ competencies**

* Exhibits a passionate interest in, and commitment to, the best outcomes for children and young people
* Demonstrates a clear communication style
* Proactive
* Displays a strong empathy with the values and vision of A New Direction
* Displays a commitment to reflective practice and Continuing Professional Development (CPD)
* Displays a commitment to working positively within a framework which values and celebrates diversity
* Exhibits a flair for, and understanding of, creativity and creative learning

**Special Conditions**

There may occasionally be a requirement for this role to work unsocial hours including evenings and weekends.

As this role requires the regular delivery of workshops during term time, the postholder may only be able to take annual leave during school holidays or other periods when no delivery is planned.