

CoolTan Arts believes mental well-being is enhanced by the power of creativity.

JOB DESCRIPTION

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| Job Title | Desktop publishing Tutor |
| Location | Unit B, 237 Walworth Road, London SE17 1RL |
| Responsible to | CEO |
| Responsibility for | Desktop publishing writing workshops to adults 19+ some with mental distress. |

Context of Work

To work in a dynamic arts centre run by and for people with mental distress.

To be trained in community education, have worked with or have personal and / or direct experience of mental health issues. Each session is 3 hours long. Friday mornings 10am-1pm. £20 an hour.

Job Purpose

To run workshops in **Desktop publishing** with adults 19+ some who have mental distress. Be able to work and develop people's skills so they can use Adobe In Design to produce flyers/ posters. You will join a team of volunteer and staff educators responsible for providing high-quality, arts centred art education to adult groups.

Bring enjoyment to the experience of learning and engage students with discussions and activities. This position is supervised by the Chief Executive.

Tasks and Responsibilities

Teaching: Workshops to adults with a wide range of needs. Keeping records and monitor student development. Be in touch with the latest techniques and engage students with that. Be Up to date with education best practices through a combination of self-study, observation of fellow educators, and participation in regular self training sessions.

Evaluation: Participate in the development and assessment of CoolTan arts curricula and assist in the evaluation and documentation of the program. Record keeping lesson planning and use of RARPA.

Corporate Responsibilities

- To be committed to the aims and values of the CoolTan Arts
- To maintain good communication with colleagues, participants, volunteers and partner agencies
- Aid in the overall development and enhancement of CoolTan's work
- Display a personal belief in equal opportunities in relation to mental health
- Attend and participate internal and cross-organisation working groups for training and exchange of information and best practice
- To work at all times to the organisation's policies and procedures, including the equal opportunities policy.

We are proud to have as Patrons: Maggi Hambling, Sokari Douglas Camp, Ali Smith, Clare Allen and Rosemary Shrager

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- To work continuously to develop user led models of working, ensuring that participants' needs, views and feedback shape the service and inform your practice.

Other responsibilities

- To take on additional responsibilities commensurate to the role as and when required
- To conform to CoolTan Art's Health and Safety Policy and Equal Opportunities Policy and apply these in all their work
- To be committed to developing professional knowledge through continuing professional development

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. You will be expected in undertaking the above role to comply with any policies and procedures that CoolTan Arts may issue.

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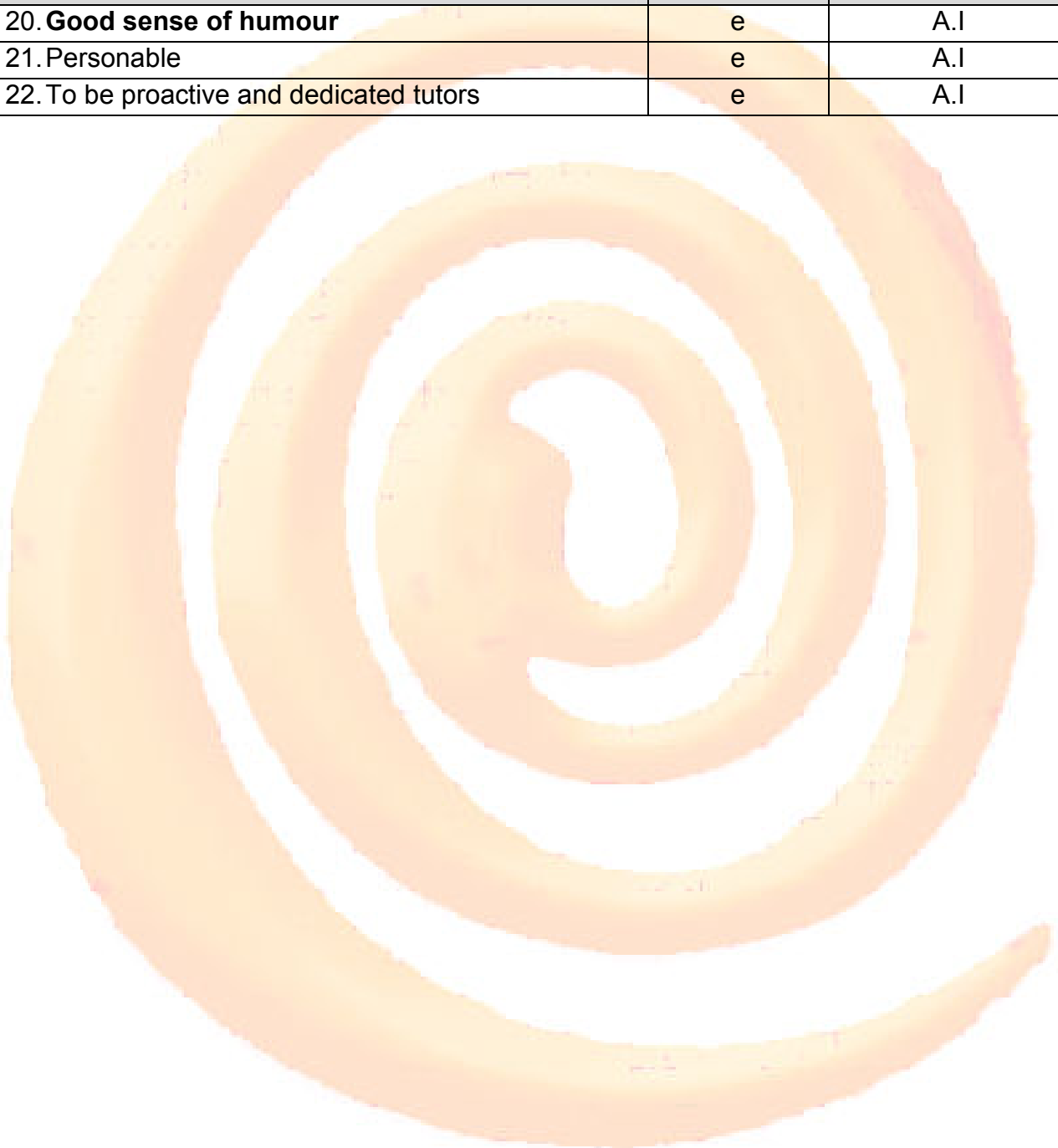
PERSON SPECIFICATION FOR **Desktop Publishing Tutor**

| | Essential or Desirable | Assessed by Application Form (A), Interview (I), Test (T) |
|--|------------------------|---|
| Qualifications/Knowledge | | |
| 1. BA Hons: In design or equivalent | D | I |
| 2. At least a 7307 city and guilds teacher training certificate | e | i |
| 3. Any relevant qualification in Adobe in design Have professional application of this work. | E | |
| Experience | | |
| 4. At least one year experience of teaching in a community setting | e | A,I |
| 5. Experience of teaching adobe in design in an informal setting | e | A,I |
| 6. High degree of flexibility and responsiveness to the needs of each group | e | A,I |
| 7. Able to teach a wide range of people whose first language may not be English | e | A,I |
| 8. Knowledgeable of graphic design and magazine publishing | d | A, I |
| 9. Proven experience of working in a diverse group | e | A,I |
| 10. Proven experience of working with disabled people | d | A,I |
| 11. Planning, preparing and delivering lessons to a range of people | e | A,I |
| 12. Enjoy working with and motivating people to become life-long-learners | e | A,I |
| 13. Proven ability to set up good lesson plans | e | A,I |
| Skills and Abilities | | |
| 14. Knowledge of current education theories and practice | e | A,I |
| 15. Ability to confidently manage and engage students of all ages in a positive learning experience in groups of up to 10 to work effectively with a co-educator and or volunteers | e | A,I |
| 16. Strong communication and interpersonal skills; must be personable and diplomatic in working with a diverse range of people | e | A,I |
| 17. Must be extremely reliable and able to work independently as well as collaboratively | e | A,I |

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| 18. High level of written and oral communication skills; basic technical and administrative proficiency | e | A, I, T |
| 19. Be able to work in a busy environment | e | A, I |
| Personal | | |
| 20. Good sense of humour | e | A, I |
| 21. Personable | e | A, I |
| 22. To be proactive and dedicated tutors | e | A, I |



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