



13 Scott Street ▪ Keighley ▪ BD21 2JH

Tel: 01535 677177 ▪ E-mail: admin@khl.org.uk ▪ Website: www.khl.org.uk

Registered Charity No. 1090543 ▪ Registered in England Company No. 4190566

JOB DESCRIPTION

Freelance Art 4 All Tutor Role Summary

Hours of work: To deliver four Art 4 All sessions per week,
Tuesday: one 2hr morning and one 2hr early afternoon session
Wednesday: one 2hr morning and one 2hr early afternoon session
Term time only

Remuneration: On application

Location: Based at 13 Scott Street, Keighley, BD21 2JH

Purpose of the Role:

To deliver Art 4 All sessions to adults over 30 who have an interest in attending an art group or would like to improve their art skills. To facilitate participants to be able to develop, practice or experience different types of art within a friendly and supportive environment and based within their skill level.

Principal Responsibilities:

1. To provide friendly and welcoming Art 4 All sessions for adults over the age of 50.
2. To provide a variety of art activities that meet the needs and skill level of the participants.
3. To complete KHL administration requirements for the session e.g. taking payment, completing a register, completing new starter forms and completing any monitoring and evaluation required by KHL.
4. To provide a safe environment for the delivery of the session and report any issues or incidents to the KHL Managers.
5. To deliver the Art 4 All sessions in-line with the requirements of funders.
6. To support volunteers that attend the Art 4 All sessions.
7. To inform participants of other art-related activities such as exhibitions that might be of interest.

Additional:

To promote a positive and professional ethos of KHL both internally and externally.

Attend 1:1 meetings and other meetings at the request of the Managers.

To work as part of a team and develop positive relationships with colleagues.

To generate and share ideas to develop and improve projects and administrative systems.

To carry out any additional duties as required or appropriate to the post and grade.

To adhere to KHL's policies and procedures including Safeguarding, Data Protection, Confidentiality, Equal Opportunities, Health and Safety and Environmental policies in all aspects of the work.

REHABILITATION OF OFFENDERS ACT 1994

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by KHL. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

SAFER RECRUITMENT

KHL is committed to recruiting staff that are suitable to work with children, young people and adults. We prioritise the safety and wellbeing of the children, young people and adults that we work alongside and support through a rigorous selection process. The identity of the successful candidate will be checked thoroughly, including a DBS check, where appropriate.