

ART AND CREATIVE CRAFT TUTOR JOB DESCRIPTION

RESPONSIBLE TO: Chief Executive

SUPERVISED BY: Therapies and Wellbeing Manager

SUMMARY OF POST: To provide a wide range of art and creative craft opportunities including the creation of artworks for display and sale, kiln work and woodworking, jewellery and card making, ICT inspired designs and activities, the development of an art appreciation group, art exhibitions and arranging regular 'off-site' trips linked to art and creative crafts.

General Duties and Responsibilities

- Recruit, induct and support people with mental health issues to gain therapeutic benefit from the art and creative craft work of Darlington Mind
- To ensure each service user has an appropriate personal development & outcome focussed plan and risk assessment
- Develop lesson plans and programme plans for each of the art and creative craft sessions including clear outcomes
- Motivate and encourage service users to build confidence and self-esteem whilst ensuring their independence is maintained
- Offer demonstrations to service users about creative techniques
- To assist those service users who want to develop some form of art and creative craft qualification to assess appropriate courses and support them, wherever possible
- Develop a range of art and creative craft options to include the creation of artworks for display, exhibitions and sale, kiln work and woodworking as well as jewellery and card making
- Work with the IT staff on ICT inspired designs and activities linked to art and creative crafts using up-to-date technologies

Darlington

- Develop an art appreciation group for those who want to participate with regular visits to local and regional art galleries, art installations, stately homes, churches/cathedrals, places of historic interest and others places where art, the history of art and crafts can be appreciated.
- Arrange regular 'off-site' trips linked to art and creative crafts including both urban and country visits to enable service users to paint and draw scenes within a conducive setting.
- To provide training and awareness in all aspects of Health and Safety within the project.
- Ensure all appropriate materials are available, maintain a stock control system and manage a small petty cash system
- Work with your line-manager to ensure each of the projects outcomes and milestones are met and make a major contribution to reviews/appraisals of the project.
- To be responsible for monitoring and reviewing each service user's progress and supply statistical evidence, project reports etc. as required by your line manager and other Darlington Mind senior staff.
- Take up personal and professional training opportunities as outlined by Darlington Mind and ensure compliance with any legislation in terms of hazardous equipment or substances (paints, kilns etc).
- To keep up to date daily service user records about their welfare and participation.
- To arrange and record regular service user consultation/feedback about quality and delivery of service.
- Ensure all risk assessments are in place and kept up to date.
- Liaise with Care Managers, CPN's or other relevant professionals.
- Work both in our primary base in Darlington but also on a sessional basis in our bases in South Durham, Hambleton and Richmondshire
- Any other duties compatible with the aims and objectives of this post.

Ref: GHE/Art & Creative Crafts (Updated Sept19)