



## Job Description

**Job title:** Learning Support Worker

**NJC Equiv. Scale Point Range:** Scale Point 5 - £19,554 (40 hours per week including breaks)

**Responsible to:** Academy Director

### Core purpose:

A full-time post within the Academy team (fixed term in the first instance), that supports the students, Artists and participants across the whole of Mind the Gap's Academy and Artists programmes. The Learning Support Worker post will support the engagement and participation of students and the development of performance skills within the training programmes. The post-holder will also support the Artists on the Artists programme, with training, productions and projects outside of the company. This post will also support the administration and support needed by the tutors on the programme.

### Key areas of responsibility:

- 1. To support the engagement and participation of Academy students on the Academy Programmes, which includes:**
  - Providing learning support for students on the Academy Programmes
  - Providing pastoral support during the morning and afternoons when students are arriving and leaving the building.
  - Responsible for the registration of students when needed.
  - Providing pastoral support to students during breaks and lunchtimes during Academy term times.
  - Providing writing / transcribing support during evidence capturing sessions.
  - Supporting the tutors in preparation (e.g. getting resources ready, setting up the studio, providing IT/music support).
  - Providing over all admin support to the Academy programmes which will include letter writing, making phone calls and ensuring the staff are up to date with Academy activity.
  - Responsibility for organising schedules for students when needed.

**2. To support the Academy Team with the administration of accreditation gathering which may include:**

- Taking photographs and films in session as part of gathering evidence for the student's qualification.
- Supporting the Academy tutors with Arts Award admin which will may include making worksheets.
- Ensuring any visual and written evidence is accessible for the tutor to find after session (e.g., on the server or in relevant files).
- Supporting tutors during administrative periods with organising student's folders and ensuring the relevant evidence is present.
- Liaising with the tutors in any IT tasks that will help support the administration for accreditation.

**3. To support the Artists and their programme activities, which may include:**

- Providing practical support for Artists in relation to their professional engagement with MTG within the building.
- Providing practical support for Artists in relation to their professional engagement with MTG when away from MTG.
- Providing travel support to and from places that Artists may need support with.
- Supporting Artists with auditions or attending other relevant opportunities as part of their development.
- Supporting Artists during development, rehearsals and performances on individual artists projects.
- Responsibility for organising schedules for Artists when needed.
- Providing over all admin support for the Artist programme, which will include letter writing, making phone calls and emails.

**4. To support Mind the Gap's touring work and provide pastoral support which may include:**

- Providing learning support for actors in rehearsals where agreed.
- Where mutually agreed, providing professional and pastoral support for artists on tour – which may include local, regional, national and occasionally international activities.
- Assisting the Academy Director and Resident Director when required which may include; observing rehearsals, planning sessions and supporting the smooth running of MTG'S core projects.
- Liaising with the tutors in any IT tasks that will help support the administration for accreditation.

**5. To support the engagement and participation of participants on our Outreach projects which may include:**

- Equivalent responsibilities as summarised for activities 1-4 above.

## **General expectations and responsibilities**

Mind the Gap's Employment Handbook sets out in detail the company's policies and procedures, and forms an essential part of the contractual arrangement between the company and its employees.

In their daily conduct all staff are required to:

- be flexible, constructive and adaptable;
- be respectful to colleagues including learning-disabled company members, and to work co-operatively with other team members including freelance staff;
- support the induction of new staff in MTG policies and procedures;
- manage their own administrative tasks, e.g.: answering phones and dealing with post and emails to support the smooth running of the company;
- work within agreed budgets, and to supply relevant records of expenditure and receipts in accordance with the company's financial accounting systems;
- participate in and contribute to individual appraisal, one-to-one support and review processes;
- participate in training as required;
- contribute positively and constructively to monitoring, evaluation and review procedures as required by the company and funding / stakeholder bodies;
- actively support the engagement of people with learning disabilities in all areas of Mind the Gap's work;
- provide supervision to ensure the welfare and health & safety of company members when required, e.g.: at lunchtimes and breaks;
- respect issues of confidentiality, particularly as this relates to other staff and company members.

All staff may be asked to undertake other tasks to further the work of Mind the Gap as may be reasonably requested by senior managers and the Board of Trustees.