

## **The Line Assistant Facilitator Brief and Person Specification 2024 Spaces to Explore: Prioritising Process in Creative Learning**

Two-year contract (November 2024 to September 2026)

Fee per Assistant Facilitator: £2,400 to be paid in instalments over two years

Year 1: £1,200

Year 2: £1,200



### **Reports to:**

Engagement Producer (Schools and Young people)

The Assistant Facilitator also supports the Lead Artist-Facilitator

**Location:** Usually in a school setting however this is subject to change depending on activities

### **About the project:**

The Line is seeking three committed and engaging Assistant Facilitators to support Artist-Facilitators to deliver creative learning sessions for primary school students and Continuing Professional Development (CPD) sessions for teachers. They will also help evaluate the project and contribute to an end-of- project exhibition of the students' work.

This is part of a two-year collaborative project titled *Spaces to Explore: Prioritising Process in Creative Learning*. It integrates process-driven art, experiential learning, and meaningful play, helping students to engage more deeply with their education.

Assistant Facilitators must be flexible and open-minded in their approach to programme delivery. If you are interested in learning how to work with students and teachers, are passionate about art, and interested in contributing to this exciting educational initiative, we would like to hear from you. As the creative sessions take place during term time, this role is also suitable for those outside of mainstream education.

### **About The Line:**

The Line is East London's public art trail. Its outdoor exhibition programme offers a journey through a dynamic urban landscape where everyone can explore art, nature, and heritage for free. The route runs between Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Greenwich Meridian.

The Line has recently received funding from the Paul Hamlyn Foundation, who work collaboratively with organisations and individuals who are working to build a just society. The grant we have been awarded is part of the foundation's Arts-Based Learning programme and will enable us to deliver two years of sustained collaborative learning programming with three primary schools in Newham.

## **Role Overview**

The successful Assistant Facilitators will support Artist-Facilitators to deliver an arts-based learning programme (created by Artist-Facilitators with Teachers) specific to the needs of each school. The main purposes of the learning programme are to explore:

- Creative learning across varied subjects,
- Meaningful outdoor play and learning,
- Process-driven and more accessible art lessons for children with special educational needs (SEN),
- De-mystifying arts careers for children,
- Supporting children with English as an additional language (EAL).

## **Key Responsibilities for each year**

- Assist the lead Artist-Facilitator to deliver 10 art lessons for Key Stage 1 students (one day a week for 10 weeks)
- Work directly with students in the classroom or outdoors to facilitate fun, interactive, arts-based learning experiences
- Assist in the preparation of arts materials for workshops
- Help to coordinate and deliver a final exhibition, showcasing student work and the outcomes of the creative process
- Aid the Artist-Facilitator in delivering Continuing Professional Development (CPD) sessions for teachers
- Work with The Line team and a Project Evaluator to assess the project's success through surveys, quizzes, and games
- Assist with other ad-hoc responsibilities throughout the two-year project

## **Person Specification**

### **Essential:**

- Must be committed to the project for two years and available during school term times

- Must be personable, friendly, and adaptable
- Has some experience supporting workshops and/or working with children
- Has a passion and skill for arts-based activities and a flexible approach to working with people
- Has great communication skills and can collaborate with different groups including schools, project evaluators, and The Line team

**Desirable:**

- Has experience supporting students with Special Educational Needs (SEN) or English as an Additional Language (EAL)
- Has a valid DBS check or is willing to complete one (paid for by The Line)
- Is familiar with the borough of Newham and sensitive to its diverse communities
- An additional language is beneficial
- Has an understanding of challenges faced by students from the global majority

**About the Schools**

Each school has distinct areas that they would like the artist-facilitator to focus on. Please read their objectives below. Further information can be provided at the interview stage:

<p><b>School one would like support with:</b></p>	<ul style="list-style-type: none"> <li>• Developing and delivering their outdoor learning and play curriculum with more focus on creativity, wellbeing and meaningful time spent outdoors, both at their school and on site at The Line</li> <li>• Developing and delivering a more creative approach teaching and learning across their wider curriculum, encouraging play and experimentation</li> <li>• The Artist allocated to this school will have specialist knowledge in outdoor learning</li> </ul>
<p><b>School two would like support with:</b></p>	<ul style="list-style-type: none"> <li>• Expanding upon and providing process-based workshops specifically for their SEN students in their bespoke space</li> </ul>

	<ul style="list-style-type: none"> <li>• Assisting the art teacher in developing and delivering innovative art lessons for all students across the school</li> <li>• Upskilling the art teacher with new technical approaches and wider artistic references</li> <li>• The artist allocated to this school will have experience in developing programmes for students with SEN</li> </ul>
<b>School three would like support with:</b>	<ul style="list-style-type: none"> <li>• Assisting to shape their long-term goals for a more integrated, arts-based curriculum across various subjects such as Maths, Science and Humanities</li> <li>• Helping to break down misconceptions about the creative industry by highlighting successful arts professionals and providing live demonstrations of how creative careers can thrive in various fields</li> <li>• Supporting the school’s rapidly growing demographic of EAL students (English as an Additional Language) through artistic approaches to communication and building long term memory</li> <li>• The artist allocated to this school will have lived experience of the barriers faced by the global majority pupils in formal education.</li> </ul>

**Key dates and timeline (subject to change):**

<b>Applications close:</b>	Monday 11 November at 12pm
<b>Applicants informed of outcome:</b>	Week of Monday 18 November
<b>Interviews:</b>	Week of Monday 25 November
<b>Applicants informed of interview outcome:</b>	Week of Monday 2 December
<b>Initial meetings with Artist-Facilitator:</b>	Mid - Late December
<p><b>2025 (Delivery in schools)</b></p> <p>School 1 and 2 Spring term (Jan – March)</p> <p>School 3 Summer term (Apr – July)</p>	<ul style="list-style-type: none"> <li>• Each Assistant Facilitator works with an Artist-Facilitator and school assisting them in the delivery of 10 creative sessions during one full term (ideally to be completed within 10 consecutive weeks but this is subject to change depending on the school).</li> <li>• Each Assistant Facilitator assists the Artist-Facilitator in the delivery of two CPD sessions for teachers, which may take place outside of term-time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each Assistant Facilitator meets with the Project Evaluator regularly over the project's duration to give feedback on it.</li> </ul>
<p><b>2026</b></p> <p>School 1 Winter term (Sep – Dec)</p> <p>School 2 Spring term (Jan – Mar)</p> <p>School 3 Summer term (Apr – July)</p>	<ul style="list-style-type: none"> <li>• The Assistant Facilitators will work similarly to the previous year, although this may change depending on the first year's learnings.</li> <li>• From July – September the Assistant Facilitators may be required to attend interviews with the Project Evaluator for an end of project report due in September 2026.</li> </ul>

**Fee breakdown:**

**£2,400 to be paid in instalments over two years**

**Year one:**

£1,200

**Year two:**

£1,200

**Benefits:**

- Working directly with an established Artist-Facilitator
- Gaining hands-on experience working with an arts charity, schools and other stakeholders
- Opportunities to join training on Safeguarding and Disability Awareness
- Opportunities to network with other artists and practitioners involved in the project
- Gain experience of facilitating within a school environment

**How to apply:**

1. Please complete our application form [here](#)
2. Please complete our Equal Opportunities Monitoring Form [here](#)

If you would like any further information, have any specific access requirements or would like to discuss any aspect of the role in confidence, please contact [rochelle@the-line.org](mailto:rochelle@the-line.org) to arrange a call.

**Applications close: Monday 11 November 2024 at 12pm**

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all, but we would particularly like to encourage applications from people from Black, Asian, and ethnically diverse backgrounds, those who identify as LGBTQ+,

those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

With thanks to:

Paul Hamlyn Foundation



This job description is available in large print. Please email [rochelle@the-line.org](mailto:rochelle@the-line.org)