

Job Title: Learning Assistant

Grade: 4

Salary: £24,590 to £26,707 per annum, pro-rata

Department: Attenborough Arts Centre

Hours/Contract: Part-time, (7 hours per week, 0.2 FTE) fixed term till 31 March 2028

Job Family: Management and Administration

Reference: 13340

Role Purpose

The Learning Assistant role will provide administrative support for the award-winning SENSory Atelier Programme which brings artists and their artistic practice to collaborate with pupils in 14 SEN Schools in Leicestershire.

This role will work as a member of the Learning and Communities team providing administrative support, liaising with artists, overseeing bookings from schools and other groups, including children, young people, schools, families.

This position also works closely with the SENSory Atelier Programme Manager to provide tailored a Joint Practice Development and Continuing Professional Development programme for Teachers and Classroom Assistants.

About SENSory Atelier

SENSory Atelier is a dynamic cultural education programme for 12 Special schools, and 2 mainstream schools with Designated Specialist Provision in Leicester/shire.

With the focus on personal, social, communication and physical development SENSory Atelier uses art as a tool and language for SEND children and young people, to learn.

This fixed term post will support this programme, working with Leicester/shire SEN Schools, developing new ways for disabled children and those with complex needs to engage with arts, culture and the curriculum.

The post will be based at Attenborough Arts Centre with some work located at the partner schools.

Resources Managed

The Learning Assistant post holder will support this dynamic programme in line with University of Leicester protocols including Health and safety, safeguarding and support volunteers, artists, and teachers. They will also assist with activity and the monitoring and documentation of SENSory Atelier.





Main Duties and Responsibilities

- Carry out routine administrative tasks, including recording bookings for school visits, creating simple contracts, gathering feedback, and entering information into spreadsheets and databases, in line with University guidelines.
- Act as a first point of contact for the Learning and Outreach team, responding to everyday enquiries from schools, parents and partners by email, phone or in person, and passing on more complex queries to the appropriate colleague.
- Support the delivery of workshops and school visits by helping prepare spaces and materials, welcoming groups, and providing 1-to-1 support to children with disabilities where required, following agreed guidance to ensure sessions are safe and accessible.
- Provide a friendly, helpful and professional service to visitors, participants, teachers, artists and partners, offering assistance and responding to questions in a calm and approachable manner.
- Work cooperatively as part of the Learning and Outreach team, supporting colleagues with tasks when needed and carrying out duties as agreed with the line manager.
- Communicate with colleagues across Attenborough Arts Centre to help coordinate room bookings, health and safety requirements and basic communications, and work with the Marketing team to share information about Learning and Outreach activity.
- Order goods and services as instructed by the line manager, following University purchasing procedures and keeping clear records of orders and receipts.

Internal and External Relationships

- Liaise with schools, colleges, colleagues, tutors, students and the public
- Liaise with artists, and companies working on our projects
- Liaise with other venues in the city in relation to education and outreach
- Work closely with the Programme Managers to ensure smooth project delivery, including scheduling and data inputting.

Safeguarding and Health and Safety

- Implement all policies and procedures to uphold a culture of safeguarding in all our work at AAC.
- Support the administration of the AAC DBS register and process for relevant freelance and contracted workers to receive DBS checks.
- Work in line with the AAC Health and Safety policy for the Learning and Communities team and ensure that all risk assessments are completed and updated as required.





Planning and Organising

- Plan and prioritise own work for the days or weeks ahead, responding to the work requirements of the Learning and Communities team, ensuring tasks are completed to appropriate deadlines
- Seek guidance from line manager to prioritise non-standard work requirements
- Able to deal promptly with unscheduled work and prioritise accordingly
- Maintain and organise office supplies and resources

Qualifications, Knowledge and Experience

Essential

- 5 GCSE passes at Grade C or above, or equivalent, to include Maths and English*
- Good IT skills, including proficiency in Microsoft Office, particularly Excel and Word*
- Numeracy*
- Some prior broadly related work experience in the arts*
- Experience of working on projects*
- Experience of dealing with customers*

Desirable

- Experience of working in an arts based venue and/or on arts based projects involving the public*
- Knowledge of arts education programmes and/or programming (dance, children's work, spoken word, comedy, theatre) *
- Knowledge or experience of the needs of disabled people/artists in terms of access and performance needs*
- Experience of using Outlook, Photoshop (or equivalent), Box Office systems, databases and web-based research/networking
- Experience of working with Schools*
- Awareness of marketing needs and principles*

(*Criteria to be used to shortlist candidates for interview)

Skills, Abilities and Competencies

Essential

- High standards of written English with attention to detail and proven ability to present and edit information with accuracy
- Takes pride in providing high quality administrative support, anticipating needs
- Strong people and customer care skills *
- Time management skills to meet deadlines and agreed priorities*





- Organised and methodical approach to managing tasks and projects*
- Ability to communicate with a wide range of people, including those with special needs*
- A flexible approach to dealing with changing priorities and changing tasks
- Ability to work as part of a team
- Ability to apply relevant health and safety and other policies and procedures*
- Willingness to take fair share of evening and weekend duties when required
- Ability to assess data and information accurately and to identify problems in advance
- An ability to express enthusiasm and commitment to the arts

Desirable

- An awareness and appreciation of the issues surrounding disability to recognise and respond appropriately

**Criteria to be used in shortlisting candidates for interview*

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration and Disclosure and Barring Service (DBS).

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an [enter level of disclosure].

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance





University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

