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| Job Title: | SENSory Atelier Programme Manager |
| Grade: | 6 |
| Salary: | £32,296 to £36,924 per annum, pro-rata |
| Department: | Attenborough Arts Centre |
| Hours/Contract: | Part-time (0.8FTE, 30 hours per week) until 28 January 2028 |
| Job Family: | Management and Administration |
| Reference: | 11164 |

SENSory Atelier is an award-winning dynamic cultural education programme for children and young people with Special Educational Needs and Disabilities in Leicester/shire. Delivered through the Arts Based Learning fund from Paul Hamlyn Foundation since 2016, SENSory Atelier has become one of the leading approaches for cultural education in the country.

Following a new major grant from Paul Hamlyn Foundation, we are now looking for an exceptional candidate to help us implement the future of this project in the role of SENSory Atelier Programme Manager. Priorities for the next phase of funding will be:

- Developing collaborative projects and artist residencies with 9 Special Schools
- Creating new partnerships with 5 new mainstream Affiliate Schools with designated specialist provision
- Collaborating with partners on the creation of Community Ateliers
- Artist / Teacher training and support
- Sustainability and fundraising
- Developing Young People's voice and choice
- Further developing an anti-racist approach to our work and championing anti-racism in schools

SENSory Atelier is a collaboration between Attenborough Arts Centre; nine Special Schools; five mainstream schools with Designated Specialist Provision (DSP); Artists, SENcos and communities from across the Midlands.

SENSory Atelier is a way of working, developed through a programme of tailored training and delivery, co-produced with schools, and centred around the needs of each child. When SEND pupils experience systemic barriers to learning, they may not be able to fully communicate their needs and interests. We respect all children as 'competent learners', and SENSory Atelier tunes in to the 'Hundred Languages' of each child, providing tools for educators and artists to evidence learning as it happens and retrospectively.

Inspired by the social pedagogies of Reggio Emilia and House of Imagination, children with SEND are considered 'Children with Special Rights'. This language recognises the steps needed to ensure children can express themselves, their cultures and ideas, in their own way, and at their pace.

Artists are a catalyst for change, bringing new and unique perspectives to stretch and challenge established ways of working. Artist residencies, performances and gallery visits give young people the



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time, space and pace to engage with materials, elements and environments however works best for them, often non-verbally. We consider the gallery a classroom, and the classroom a gallery – the Gallery Atelier.

It is through this process of enabled environments, exploration, discovery and reflection, where breakthrough learning takes place. SENSory Atelier responds to the needs, interests and fascinations of each child, mapping their learning outcomes to the curriculum of each school and individual EHCP targets. Responding to the National Curriculum and individual school pathways and approaches, subject areas include: Art and Design; English, History, Physical education, PSHE and Science. 'Atelier Labs' is an intersection between art and science that supports children to hypothesize and experiment through personalized approaches.

We have explored the learning and pedagogical documentation of SENSory Atelier through residencies, publications, films, symposia, training, networks, skill sharing, events, exhibitions, online blogs and platforms in the UK and internationally. SENSory Atelier and its subsidiary Atelier Labs project have won the HEIST Gold Award for Best Widening Participation Initiative 2023 and the international Falling Walls Science Engagement Award 2023.

The post will be based at the Attenborough Arts Centre with some work located at the partner schools, with local, national and international partnership development and advocacy work.

Attenborough Arts Centre is committed to actively safeguarding and protecting all children and young people under the age of 18 who engage with or receive Attenborough Arts Centre services from all types of harm and maltreatment. Safeguarding is everyone's responsibility at Attenborough Arts Centre and all adults must follow, comply with and uphold our Safeguarding Policy and Procedures. We have safer recruitment practices in place to consider safeguarding throughout our recruitment processes.

Role Purpose

To manage all operational aspects of the SENSory Atelier programme at Attenborough Arts Centre and to work with the Learning & Outreach Manager, Director and Director on the long-term strategic planning of this programme

Resources Managed

The SENSory Atelier Programme Manager will lead the artistic team ensuring that activities are delivered with due diligence, providing high quality, meaningful and differentiated cultural education experiences for all involved.

The role will deliver a dynamic programme in line with University of Leicester protocols including Health and Safety, Safeguarding and be responsible for volunteers and lead in the recruitment of artists, including ensuring DBS checks are carried out and safeguarding training given.



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Main Duties and Responsibilities

Programme Management

- Manage all aspects of SENSory Atelier programme delivery, creating a bespoke programme for each participating school.
- Develop programmes of activity suitable for SEND children and young people with a wide range of needs.
- Oversee all SENSory Atelier activity, exhibitions and events, including co-producing work with whole school communities.
- Programming artist residencies and performances in schools, AAC and in the community
- Support the delivery of Arts Award and Artsmark with schools
- Coordinate steering group meetings, meetings with schools and artists, liaising with all partners.
- Preparation and provision of session materials / equipment where required.
- Developing anti-racist resources and training for special schools
- Lead a Community of Learning programme for Teachers and Classroom Assistants, with INSETs, training and events.
- Coordinate and commission Nurture Network: regular sessions to develop praxis and knowledge exchange– for inclusive arts specialists.
- Develop project briefs and recruit artists, attend sessions supporting staff and creative team with delivery.
- Develop ideas for the programme and work with the Learning and Outreach Manager to sustain and develop partnerships.

Safeguarding, Health and Safety and HR

- Ensure that everyone engaged on the SENSory Atelier programme upholds Attenborough Arts Centre's Safeguarding Policy and Procedures.
- Ensure that all artists and companies deliver work safely, managing DBS checks and complying with AAC / UofL and each schools Safeguarding procedures.
- Compile and develop risk assessments for activities.
- Line manage the Schools Learning Assistant, and support a new network of SENSory Atelier Ambassador Teachers, Artists and Young people.
- Recruit and manage a team of artists, companies and specialist inclusive practitioners to work with the partner schools.



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Finance

- Oversee the budget and financial management of the SENSory Atelier programme, providing reports to the SENSory Atelier Steering Group and the Attenborough Arts Centre Advisory Board.
- Produce accurate budget and financial reports for funders to strict deadlines.
- Manage the day-to-day project budget expenditure to ensure that project spend and income is in line with the original grant application.

Advocacy & Marketing

- Undertake local, national and international partnership development, with a strong advocacy role, sharing programme outcomes.
- Develop Partnership agreements with a range of stakeholders including artists and companies and HE partners.
- Implement consultation and promotion activities with pupils, teachers, artists and partners.
- Connect with local and national initiatives to advocate for SENSory Atelier, consulting and training where required.
- Engage with The City Classroom – Leicester’s Cultural Education Partnership.
- Support the development of Attenborough Arts Centre’s Inclusivity & Relevance Policy.

Reporting

- To liaise with the Chair of the SENSory Atelier Steering Group and present regular reports, impact evidence and programme outcomes.
- Report to Learning and Outreach Manager (Line Manager), the SENSory Atelier Steering Group, the Attenborough Arts Centre Advisory Board and funders as required.
- Liaise with Paul Hamlyn Foundation in the development of the project, providing written evaluation reports including the analysis and collation of data.
- Monitoring and evaluate the projects in line with Paul Hamlyn Foundation, Attenborough Arts Centre and Arts Council England requirements with a view to analysing the data to evidence benefit.
- Manage all project monitoring and evaluation, creating reports for funders, partners and steering groups
- Analyse and prepare management information and data reports for the AAC Board and SENSory Atelier Steering Group
- Maintain accurate record of activity, registers, and other data collection in line with GDPR.
- Data analysis and reporting, ensuring work is delivered on time and to budget. To lead resource management and production.
- Regular monitoring and reporting of activity, to funders, head teachers, and stakeholders.



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Fundraising

- The post holder will manage a funding matrix of trusts and foundations and ensure the programme is delivered on time, with accurate reporting to funders.
- Increase the sustainability of SENsory Atelier through generating match funding. Strategic fundraising targets will be supported by the Learning and Outreach Manager and DARO team at University of Leicester.
- Support the future sustainability of this work including further fundraising and partnership development.

Other

- To support the implementation of Attenborough Arts Centre’s Business Plan 2024-30.
- To undertake any other tasks arising as requested by the Learning & Outreach Manager.

Internal and External Relationships

External

- Liaise with Head Teachers at SEN Schools to develop good working relationships delivering specialist educational activity on school premises.
- Work on a daily basis with teachers in SEN schools
- Involve participants in making decisions about project content and the methods and pace of learning.
- Keep accurate records of hours worked by artists, companies and volunteers

Internal

- Provide room set up details and materials required for all activity.
- Provide Attenborough Arts Centre staff with a project details and outputs for publicity.
- Attend meetings and training as required.
- Undertake any other reasonable duties within the overall function of the job, to be agreed with Attenborough Arts Centre.

Planning and Organising

- Managing day to day project delivery across nine special schools and five mainstream schools in Leicester/shire
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively and flexibly to new and alternative systems.
- Excellent oral and written communication skills with partners, participants and funders.





- Use appropriate University contract procedures to secure goods and services.
- It will be necessary to work with information technology and associated systems in accordance with university procedures such as SAP and Microsoft Office.
- Comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. Paying particular notice to the development of risk assessments and compliance with relevant health and safety protocols.
- Carry out the duties and responsibilities of the post in compliance with Attenborough Arts Centre's safeguarding and equal opportunities policies.
- Maintain confidentiality and observe data protection, GDPR and associated guidelines where appropriate.
- Engage with Climate issues, comply with UoL and Attenborough Arts Centre environmental policies.
- Develop and produce personalised measures to improve the quality of learning and engagement for all involved.
- Maintain accurate records of activity, consent forms, participation data, to enable thorough reporting and analysis of the programme impact
- Commission documentation and resources: film and photography to evidence the impact of SENSory Atelier
- Present SENSory Atelier at national and international platforms
- Evaluate the project: through participants questionnaires/ observation of sessions, data collection, quantitative and qualitative data to ensure quality assurance.

Qualifications, Knowledge and Experience

Essential

- Substantial relevant work experience in arts-based learning programmes with experience of working with children and young people, particularly those with Special Educational Needs and Disabilities (SEND).*
- Experience of working with schools, particularly SEN Schools and an understanding of communication techniques used in SEN schools, with knowledge of the National Curriculum, Pathways and Key Stages.*
- Experience of evaluation processes for arts-based learning projects, including innovative approaches to evaluation and experience of analysing evidence-based practice.*
- Experience of implementing Safeguarding Policies and Procedures and understanding of Safeguarding best practice.*
- Experience of managing complex budgets.*
- Track record of successful fundraising, particularly grants from Trusts and Foundations and experience of developing a funding matrix.*



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- An understanding of Cultural Education and the Reggio Emilia or similar approaches and knowledge of a range of participatory arts and engagement strategies.
- Experience of action research projects.
- Experience of implementing health and safety policies and procedures and conducting and communicating risk assessments.

Desirable

- Knowledge of the mission and programmes of Attenborough Arts Centre
- Qualified to Degree level
- Teaching or professional arts practice experience

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

Skills, Abilities and Competencies

Essential

- Commitment to equity, diversity and inclusion and ability to make a significant contribution to Attenborough Arts Centre’s Inclusivity & Relevance Policy and Action Plan.*
- Excellent project management skills.*
- Strong advocacy and partnership development skills.*
- Excellent spoken and written communication skills with ability to write reports, e.g. to funders, boards, partners.*
- Competent in managing a person-centred approach, with sensitivity, empathy, tolerance.
- Ability to differentiate pace and content of learning for participants.
- Awareness of strategies to manage group dynamics and diverse partnerships.

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

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 Enhanced DBS.





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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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 equity, diversity and inclusion.

