



ruskinmill sunfield

JOB DESCRIPTION

JOB TITLE:	Clay and Pottery Tutor
DEPARTMENT:	Education – School
RESPONSIBLE TO:	Head of School
FIELD OF PRACTICE:	Practical Skills and Therapeutic Education (Field 2 and 4)
SALARY/ GRADE:	MS1: £22,619- £24,587 (dependant on qualifications and experience)
HOURS:	40 hours 52 weeks per year

VISION AND VALUES

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition, Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require. Evening and weekend working will be on occasion, required.

LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- To create a production line from sourcing the raw clay from the ground, refining and working with the clay to making items of services which can be sold in the school shop and shops across the Trust.
- To engage students in this process at all stages and help to experience the whole process from sourcing the material to selling and distributing the finished item of service.
- To offer a therapeutic outdoor and indoor learning environment which involves a workshop that is placed outside in the school grounds and sustainably built.
- To offer entry points for students of different abilities and plan for their learning and progress in the overall school curriculum framework.

- The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School.
- The post holder is to contribute to the whole life of the School and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the School.
- Evening and weekend working will be required.

STATEMENT OF RESPONSIBILITIES

Craft and Functional Skills

- To offer entry points for students into the production process at their developmental level to create educational and therapeutic learning opportunities.
- To design those opportunities as part of a multi-disciplinary team, considering the principles of the RMT Seven Fields of Practice and PSTE as well as the individual students sensory and other needs.
- To plan for learning and assess progress within the educational framework of the school.
- To instruct other adults in the process of how to support the students.
- To have a good understanding of how the product within their social enterprise is related both to the work of students in their provision as well to the genus loci of the provision
- To work closely with students to develop their capacity to be 'outward facing' towards community
- To help students to develop independent working skills in a professional manner in order for students to realise their development towards community
- To support students to see the value of the social enterprise's product in relation to their work throughout the provision
- To be responsible for the overseeing of all areas of the Pottery operation and production including stock control, health and safety, staff training, setting up of good working practices.
- To have an extremely high regard for quality of aesthetics and presentation of the Pottery and products that they produce. To ensure best practice in customer service at all times.
- To work with the School and colleagues to produce products which support and enhance the student experience at all times.
- To work in a professional manner towards patrons of the social enterprise as a role model for students
- To assist students in improving their functional skills in relation to the activities and product of the social enterprise
- To work with students to improve their interface with the community and co-workers

Qualification Coordination

- Plan suitable qualifications for the children and young people and identify access points to introducing relevant qualifications to support the students learning objectives and EHCPs
- Work with the internal qualification team within the Trust to quality assure the portfolio work and work completed by the students
- Plan the delivery of qualifications with class teachers

Non-Term Times

- Plan and arrange craft and nature based visits for the students and home staff to take part in during the holiday periods.
- Create a programme of craft sessions and projects that the students who live in the residential homes can engage with in the holiday periods.
- Work with the Home Managers to promote the 24-hour curriculum in the homes

General Education Responsibilities

- Work within Ofsted requirements, statutory guidelines, Sunfield policies and procedures to ensure that students are consistently supported to a high standard, including safeguarding their welfare.
- Support the management, co-ordination and development high quality, focused education provision for students in class.
- Form credible and trusting relationships with all students, modelling positive behaviour and developing an understanding of each young person's specific needs.
- Encourage a culture of listening to children and taking account of their wishes and feelings, promoting their dignity and respect. Respect the young people's rights to confidentiality, complying with Sunfield's procedures.
- Ensure all staff work collaboratively and in partnership with students, their families, education, health, psychology and therapy teams, local authorities and other external stakeholder, in order to meet their needs.
- Oversee the maintenance of school student records, risk assessments, education plans, reports and summaries ensuring they are updated, relevant, cascaded and understood by the school team
- Support the learning and development of each child and young person, helping teams to identify ways to overcome barriers, regularly reviewing their development targets using internal tools
- Form a close working relationship with school staff and be an ambassador of the therapeutic culture of the class in line with the organisational principals and ethos.
- Have working knowledge of health, hygiene and safety regulations.
- Comply with and facilitate necessary fire alarm protocols in accordance with the Health and Safety Policy
- Participate in the delivery of agreed EHCP programmes for all students and support staff to achieve this.
- Be familiar with and work within the organisation and Sunfield's values, policies and procedures, maintaining and completing accurate and up to date records and reports in line with School and Ofsted regulations

MANAGEMENT OF STAFF & RESOURCES

- The Pottery and Clay Tutor has line management or supervision responsibility for staff working within the facility as agreed by the Head Teacher and may be required to line manage or supervise other designated staff.

WHOLE ORGANISATION, STRATEGY & DEVELOPMENT

- The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust

PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the supervision and appraisal of your own performance.
- Take responsibility for improving your own professional development by keeping abreast of current best practice and through appropriate professional development, responding to advice and feedback from colleagues. Keep abreast statutory frameworks which set out our professional duties and responsibilities and upskill the home team accordingly.
- Participate in arrangements for their own further training and professional development including (but not limited to) Safeguarding, Safer Recruitment, HR Policy, Reflective Supervision and CALM (behaviour management) training.
- Learn how to access a range of resource material to support your own and other's professional development and learning

SAFEGUARDING

- Support the school and management team to ensure there are effective child welfare and child protection processes in place and these are followed in accordance with the Sunfield safeguarding policy and procedures
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.

- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, by being actively involved in the recruitment process, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Childrens Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **GDPR and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to GDPR 2018 and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary. This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION
Clay and Potter Tutor

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • GCSE or equivalent English and Mathematics at Grade C or above. • Full, clean driving licence. • Evidence of commitment to own continuous professional development. 	<ul style="list-style-type: none"> • Appropriate teaching qualification or equivalent experience, or working towards an appropriate qualification is desired but not essential • Evidence of recent safeguarding training. • Experience of writing EHCP's • Teaching/Steiner qualification
Experience/ Knowledge	
<ul style="list-style-type: none"> • Significant experience in the Clay and Potter subject area and able to develop appropriate teaching practices relevant to the students needs and the curriculum • Experience of working with children and young people within school/residential care (Ofsted & Independent School Standards) ideally with severe learning disabilities and profound autistic spectrum disorder. • Experience of Child Protection and Safeguarding Management. • Experience of EHCP planning and reviewing processes as well as developing behaviour plans and strategies to address challenging behaviour. • Working knowledge of supporting an Ofsted inspection. • Commitment to creating an environment which respects a person's independence and encourages their individuality. 	<ul style="list-style-type: none"> • Therapeutic interventions and strategies. • Experience of working with a range of professionals and external agencies. • Health and Safety Regulations. • Knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris
Skills and Abilities	
<ul style="list-style-type: none"> • To have a good working knowledge of the monitoring, assessment, recording and reporting of children and young people. • To build effective relationships with children/ young people, parents/ carers, colleagues and the wider community. • To be able to work creatively and sensitively with children and young people. • Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate). • Ability to support, motivate and inspire colleagues by leading through example. • Ability to deliver educational activities in a manner which is stimulating, engaging, enjoyable and enthusiastic 	

<ul style="list-style-type: none"> • Deal successfully with situations that may include tackling difficult situations and conflict resolution. • High level of personal resilience 	
Other	
<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • Equality of opportunity • Promoting Sunfield school vision and Values • High quality, stimulating learning environment • Relating positively to and showing respect for all members Sunfield and its wider community • Ongoing relevant professional self-development • Safeguarding and child protection 	