



THERAPEUTIC ARTS MANAGER

Contract: both freelance and contract opportunities available

Days/hours of work:

- Part-time - minimum of 2 days a week - with the opportunity to extend
- 8.15am-4.15pm
- Oxford: exact days (Mon-Fri) to be confirmed
- London: preferably to include Tuesdays

Location: you will work in studios located in schools in the location you apply for.

- Oxford: central (and as we grow, likely to include sites more widely within Oxfordshire)
- London: east and west

Salary: £29,400 - £31,500 FTE per annum (+ small London weighting if applicable)

Holidays: Our studios are open during term-time only, therefore working with children will not be required during the school holidays and you will not be expected to regularly attend schools or to work for the majority of this period. However, we may occasionally require you to undertake some work flexibly during school holidays (e.g. planning and report-writing) or to undertake training with colleagues at a specific time and venue during the school holiday period (notice will be given)

Responsible to: Area Leads/Head of Training & Operations

Start date: As soon as possible

KEY RESPONSIBILITIES:

- To lead and facilitate AT The Bus art-based therapeutic sessions with young

people to meet individual and group needs

- To promote health, safety and wellbeing of students and the AT The Bus team through leading on best safeguarding practice and actively implementing the AT The Bus safeguarding policy and procedures, in accordance with the host school
- To support the philosophy and methodology of ATB and actively follow and contribute to AT The Bus policies and procedures
- To maintain an attractive, stimulating and well-ordered creative learning environment
- To liaise closely and develop positive, effective working relationships with lead professionals in AT The Bus and the host school to create an integrated programme for students
- To work in collaboration with Juli Beattie and the Learning & Development Lead on AT The Bus team development, session planning and delivery
- Responsible for line managing other team members and volunteers, ensuring appropriate delegation of tasks and responsibilities and providing support and appraisal for team members and volunteers
- Participate in and lead meetings, including regular team meetings, planning and debriefing, school and AT The Bus events; liaising with other professionals as required
- Participate in training sessions, CPD and reflective practice as a core part of the work
- Responsible for recording progress and outcomes of the work carried out, reporting and keeping records of children attending
- AT The Bus managers have overall responsibility for health and safety in each studio or space in which AT The Bus is operating. This includes all aspects of health and safety, including working closely with the host setting to identify and manage risks in individual settings, and ensuring that these are articulated in the appropriate “safeguarding procedures & Risk Assessment” documentation; ensuring that staff and children and young people in AT The Bus sessions are safe. They are also responsible for ensuring that any accidents or incidents are reported.

EXPERIENCE REQUIRED:

- At least 2-3 years' experience of working with children and young people in a relevant setting, preferably including experience of working with children and young people with complex needs
- Experience of leading and line managing a team
- Experience of art and creativity, ideally in a health and wellbeing context

- Basic administrative experience and IT skills, including managing an online storage system (e.g. Google Drive) for referrals and record-keeping is desirable, although further training in AT The Bus systems and procedures will be given

PERSON SPECIFICATION:

Ideally you will be able to demonstrate:

- A strong alignment with ATB mission and values and commitment to making a positive difference to children and young people
- A commitment to equality, diversity and inclusion
- Excellent communication and team-working skills
- A kind and empathic manner
- A calm, reliable and consistent approach to work
- A strong interest in learning through art and creativity
- An enthusiasm for continued professional development and learning

For further information about AT The Bus, please visit our website/Instagram