

Job Description

Job Title: Schools Programme Coordinator

Reports to: Short Course & Finance Manager

Salary: £8,736 per annum (£29,120 FTE)

Contract: 10.5 hours per week - fixed term (one year)

About Leith School of Art

Leith School of Art is an independent art school with charitable aims. We provide high-quality teaching and a supportive environment for students leading to the artistic development of many people each year. Between the range of Year-long and Short Courses, we have around 300 students attending the School each week. The team is made up of around 40 tutors, studio assistants, management and administrative staff, working on a full and part time basis.

Context and Scope

Our current Schools Programme aims to widen participation in the arts by bringing together twelve, S5 and S6 pupils from local secondary schools to take part in a 22-week taught course. The programme is aimed at disadvantaged pupils, giving them opportunity to build their artistic skills and confidence, and create a portfolio of diverse work. A fully-funded place on Leith School of Art's Art & Design Foundation Diploma is available for alumni of the Schools Programme to apply for.

The new role of Schools Programme Coordinator will manage our current programme while developing an after-school programme for S3 and S4 pupils. Depending on the applicant, the role may also be extended to include the delivery of parts of the new programme but this is not a requirement.

Main Duties and Responsibilities:

- Ensure the smooth running of the Leith School of Art Schools Programme including management of teaching and support staff
- Develop a new after-school programme for S3 and S4 pupils according to the aims of the school and the requirements of funders
- Liaise with current and future partner schools, building relationships and facilitating pupils joining the programme
- Oversee the pupil recruitment process, ensuring application criteria is met and pupils are enrolled before the start of the course
- Develop strategies to successfully recruit students in our target demographic
- Track attendance and follow up on any absences

- Coordinate exhibitions of pupils' work
- Manage the Schools Programme Budget
- Ensure a safe working environment for pupils and staff according to health and safety legislation
- Support the Fundraising and Development Lead with fundraising activities and applications
- Record and evaluate the programme's impact. Recommend developments to improve the programme
- Stay in touch with alumni, documenting their progress after leaving school
- Create partnerships and participate in collaborative projects with other organisations
- Provide extra support for pupils making UCAS applications
- Any other duties within the scope of the programme

Person Specification

Essential

- Experience of project development and coordination
- Ability to build positive partnerships with stakeholders
- Experience of working with a diverse range of people in a community setting
- Flexible and adaptable team player
- Ability to work on your own initiative with resourcefulness and vision
- Excellent communication, interpersonal & IT skills
- An appreciation of, and commitment to, promoting the general aims of Leith School of Art

Desirable

- Experience in the arts sector and a working knowledge of art education
- Experience of managing staff
- Experience of working on an outreach art project
- Experience of health and safety in a similar role

This role will involve working with children and as such, the successful applicant will be required to be checked under the PVG Scheme managed by Disclosure Scotland.

The post holder will be required to work a minimum of one day per week in our office (Leith, Edinburgh) on a Friday to overlap with the current LSA schools Programme.