



# Job Description

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St. Helens Council

**Post:** St Helens Local Cultural Education Partnership: Development Officer

**Department:** People's Service, Public Health, Music Service

**Grade:** SCP 29-31

**Responsible to:** Head of Music Service

**Responsible for:** Freelance facilitators and providers

**Purpose of the Post:** To develop and manage the cultural offer for children and young people within the St Helens Local Cultural Educational Partnership area.

## **Duties and Responsibilities:**

1. To deliver the plan identified by the St Helens Local Cultural Education Partnership (LCEP) to improve access to arts and culture for children and young people in the borough.
2. To ensure that a Monitoring and Evaluation system is set up from the start of the programme to ensure that all relevant qualitative and quantitative data is captured (particularly with a view to evidencing wider school improvement e.g. health and well-being). The scope of the evaluation will be identified with the St Helens LCEP.
3. To act as an advocate for the development of opportunities for children and young people to take part in arts and culture with a particular focus on schools, therefore advocating to head-teachers, Senior Leadership Teams and School Governors at key meetings and other forums including presenting at conferences.
4. To establish networks, clusters or other structures, as appropriate, to support the collaboration, peer learning and sharing of resources amongst teachers, cultural organisations and artform specialists.
5. To work with the St Helens LCEP to develop, price and pitch a 'schools cultural offer' to Head-teachers in order to sustain and develop the work of the partnership including the LCEP Development Officer post beyond March 2019.
6. To co-ordinate the 'school's cultural offer' ensuring delivery and all aspects of the administration of school buy-in.
7. To work with St Helens LCEP members to apply for funding opportunities to sustain the work of the partnership as well as supporting networks of schools to apply for funding to enable the delivery of arts and culture.



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8. To advocate for and assist schools wherever possible to integrate arts and culture into School Improvement Plans, highlighting the wider benefits of the arts to the wider benefits of the arts to health and well-being, attainment, engagement of boys and the successful delivery of the National Curriculum.
9. To encourage and support schools to become Artsmark schools and to deliver Arts Award.
10. To commission, co-ordinate and where appropriate deliver CPD training to teachers and others based on need.
11. To provide clear communication to schools about the cultural offer and upcoming opportunities available locally and in the region, co-ordinating activity where appropriate.
12. Liaise closely with cultural partners in the region to ensure the maximization of opportunities for children and young people in St Helens.
13. Work with St Helens LCEP and partners to agree on actions and deliver activity to:
  - increase awareness of careers in the creative and cultural sector and clear progression routes for gifted and talented pupils
  - develop a consistent approach across the borough to support and offer guidance for Arts subjects at GCSE level or equivalent and beyond
  - increase the profile of the Creative industries at annual careers events for all pupils in the borough.
14. Support local cultural partners in the development of initiatives which engage children and young people in arts and culture.
15. To work with schools and cultural partners to increase the opportunities for young people to lead Arts events within the community and to showcase their talents.
16. To embed pupil voice across the programme.
17. To carry out other relevant duties as required.
18. To work at the Music Service Offices, schools and other locations as necessary
19. To work evenings and weekends as required

Other Duties of a Council Officer:



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To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: August 2017**

**Date reviewed:**