

Ignite! Job Pack: Creative Practitioner - Curious Tots 2024

Core details

Job Title: Creative Practitioner - Curious Tots

Accountable to: Programmes Manager

Location: Nottingham (Based at either Bluebell Hill Primary School, Firbeck Primary School, Hempshill Hall Primary School or Whitemoor Academy)

Contract type: Fixed term (32 months) and 1 day per week

Salary: Senior Officer Band (Spinal point 1 £30,139), pro-rata.

Number of posts: 4

Closing Date: Sunday 3 November, midnight.

Background

Ignite! has a long and distinguished history as a small, but mighty Nottingham-based charity that supports children and young people to develop their curiosity and creativity to equip them for an unknown, but exciting future. We facilitate creative partnerships between professional sectors and communities of young people, including schools, youth groups and community groups, particularly those at risk of social exclusion. We link young people with a variety of professionals to share learning, develop understanding, and celebrate new ideas and ways of thinking.

Over the last few years Ignite! has been consolidating its work with pre-school aged children in pre-school settings, with support from Small Steps Big Changes (SSBC). Ignite! has recently been awarded grant from the Paul Hamlyn Foundation to further expand our work in this area. The programme will be expanding to engage a total of five nurseries over a three year period (July 2024 - July 2027).

Ignite Futures Ltd, trading as Ignite!, is a Charity (number 1176754) and Company limited by guarantee, registered in England (number 05969189). www.ignitefutures.org.uk

The Role

We have a brilliant opportunity for four Creative Practitioners to join us for key roles within our 'Curious Tots' project. We are expanding this programme with under 5s to four new pre-school settings across Nottingham city, delivering weekly arts-based sessions designed to nurture children's creativity and curiosity and support the early learning goals within the pre-school environment.

The Creative Practitioner will play an essential role in the project, leading on the direct engagement with children, creating the activities/tools for engagement in response to the children.

Each Creative Practitioner will be embedded within one of the four nurseries, working closely with the school staff team to develop creative activities that link in with learning outcomes, bring the early years curriculum to life and support children to develop key development skills. The Creative Practitioners will get to know the children, the setting and the staff, and use this understanding to shape the way the project is delivered in that setting and across the wider network.

Each term, the creative practitioners and school staff will come together to share their learning and experiences, push new ideas and discuss the project's impact.

This is a role for someone with excellent skills and abilities in working creatively with young children through the application of an arts-based and curiosity-led approach.

Key responsibilities of this role:

- To lead on the direct engagement with children in early years settings;
- To link closely with the pre-school staff in the setting to plan high-quality, relevant and engaging activities;
- Maintain records, observations and reflections for ongoing evaluation and monitoring for both Ignite! and Paul Hamlyn Foundation;
- Provide regular updates to Ignite! and work closely together to shape the project as it develops.

Candidate profile

This is an exciting and rewarding opportunity to join an innovative project in a phase of growth and to play a key role in its delivery and ongoing development. We are looking for four enthusiastic and creative people who can bring their skills in working with pre-school aged children with the ability to apply an arts-based and curiosity-led approach.

We are particularly interested in receiving applications from candidates who understand the challenges experienced by children in Nottingham.

Please read the full job description at the end of this Job Pack. The essential experience, understanding and knowledge criteria for this role are:

- Minimum of two years' experience working with pre-school aged children
- Experience of creative engagement

- Excellent communication skills with both children and adults
- Excellent organisational and time management skills

Application Process

Closing date for applications: **Sunday 3 November, Midnight**

Please apply via email only. Send a **CV and covering letter** explaining how your motivations, skills and experience meet the requirements of the **Person Specification** outlined below. We will also accept a brief video instead of a covering letter if preferred. Applications or enquiries should be sent to our Operations Manager, Sarah Walley - recruitment@ignitefutures.org.uk

There will be a two-stage interview process:

1. The first stage of the process will be held in the pre-school settings themselves and will be a short interaction with a small group of children. A brief will be provided to shortlisted candidates and the session will be observed by pre-school staff and a member of the Ignite! team. This will allow schools to feed into the selection process. This will take place w/c 11th or 18th November 2024.
2. The second stage of the process will be a traditional interview with the Ignite! management team, held either online or in person. This will take place w/c 25th November 2024.

If successful, the offer of the role will be subject to satisfactory references, and an Enhanced DBS (Disclosure and Barring Service) check and clearance in line with our Safeguarding Policy.

Ignite! Culture & Benefits

Ignite! is a small organisation with a big impact. We currently operate with five staff members and a variety of freelance staff, interns and volunteers.

As part of our four key values, we prioritise the protection and comfort of our employees, volunteers, participants and partners and seek to maximise their potential and their experience.

As such, Ignite! is committed to:

- an open and fair pay system;
- providing the Living Wage to all employees, contractors and freelancers;
- providing an attractive total reward offer (pay, benefits, personal development, career

- progression, work-life balance, and environment and culture) to attract, engage and retain;
- 25 days annual leave (pro-rata) in addition to statutory holidays; plus, you will not be required to work between Christmas Eve and New Year's Day;
 - flexible working and well-being policies;
 - season ticket loans;
 - cycle to work scheme;
 - bespoke personal development opportunities;
 - rewarding performance, skills and experience appropriately;
 - promoting an equal pay agenda by ensuring that pay systems meet legislative requirements and to actively work towards reducing any unjustified pay gaps.

Job Description: Creative Practitioner

Salary band: Senior Officer Band (Spinal point 1 £30,139), pro-rata.

Reports to: Programmes Manager

Line manages: No line management responsibilities

JOB DESCRIPTION

The Creative Practitioner - Curious Tots will lead on the engagement with children in a pre-school setting.

Job Purpose

- Creatively engage with under 5s using a curiosity led approach;
- Work with Ignite! to achieve the aims and objectives of the Paul Hamlyn Foundation grant;
- Work with Ignite! to share the learning and impact of the programme;
- Represent Ignite! within early years settings;
- Maintain a high level of observations, record-keeping and reporting.

Primary responsibilities:

- To lead the 'Curious Tots' engagement with young children in a pre-school setting, working

closely with partner school staff

- Work closely with the Programmes Manager and Operations Manager to develop the Paul Hamlyn Fund project over the three year period;
- Keep accurate records as required by Ignite! and Paul Hamlyn for the purposes of monitoring and evaluation;
- Build and maintain positive relationships within the pre-school setting and amongst the Curious Tots Creative Practitioner pool throughout the programme;
- Undertake any other duties as may reasonably be required.

PERSON SPECIFICATION:

Skills, experience and knowledge	Essential (E) or Desirable (D)
Experience of working with pre-school age children	E
Experience of engaging with children creatively	E
Excellent communication skills	E
A strong understanding of arts-based/curiosity-led engagement	E
A strong understanding of safeguarding	E
Excellent organisation and time management skills	E
Commitment to accessibility and inclusion	E
Good working knowledge of Microsoft Office and/or Google Workspace/Office Suite	D
Qualification / Experiences	Essential (E) or Desirable (D)
Two years' experience of working with young children	E
Understanding of challenges faced by young children in Nottingham	D
Personal attributes	Essential (E) or Desirable (D)
Highly creative	E
Understanding of, and commitment to, the vision and mission of Ignite!	E

Self-motivated	E
Flexible approach and willingness to reflect, adapt and respond	E
Excellent communication skills	E
Ability to build positive relationships	E
Ability to work on your own initiative	E
Ability to work as part of a team	E
Absolute discretion and ability to maintain confidentiality	E
Ability to manage a budget	D
An awareness of GDPR rules	D