

## Job Description

|             |                                               |
|-------------|-----------------------------------------------|
| Job title   | Art model – portrait                          |
| Directorate | PLACE : Regeneration, Culture and Environment |
| Division    | Medway Adult Education                        |
| Range       | MPR 2                                         |
| Reports to  | Programme Coordinator – Community Learning    |

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### Main purpose of the job:

Work closely with art tutors and learners, adopting and maintaining a pose for a period to help them to create an artistic impression using various artistic mediums. This role will help learners to develop their artistic skills and confidence to express themselves.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

Adopt a pose as required by the artists and tutor and maintain that post and expression for an extended period of time.

To model in costume, as required, to provide opportunities to capture additional details and features.

Observe standards of conduct and behaviour, and always maintain professionalism in order to deliver a first class service.

Participate in staff training, events and other meetings as required to enhance knowledge and understanding.

Actively promote equality of opportunity and safeguarding and be vigilant to safeguarding matters.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## Organisation:

This role reports to the Programme Coordinator – Community Learning

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## Working Style:

FIXED - The post holder will be permanently based at Medway Adult Education Centres in Gillingham and Rochester although they may be expected to work at any location across Medway.

## Person specification

All criteria at level A are considered essential unless stated otherwise.

### Qualifications

GCSE or Level 2 English and maths is desirable

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### Knowledge

An understanding of safeguarding and a commitment to creating a safe learning environment for staff, customers and stakeholders

Awareness of learners' various cultural, social and physical needs

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### Experience

Experience as a model is desirable, although not essential, as guidance will be given.

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### Skills

Ability to maintain a pose and expression for extended periods of time and revisit exact pose and expression following a break.

Good communication skills, including digital skills to facilitate access to training and information, and the ability to follow instructions, be reliable and punctual.

Willingness to attend departmental meetings as required.

Commitment to own learning and continuous professional development.