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| **Kickstart Scheme jobs template**Email your templates, as a **Word file**, to: **Kickstart.grantapprovalteam@dwp.gov.uk**We will email to let you know when your vacancies are live on our system. Your Kickstart Scheme jobs will be advertised to candidates by DWP and our work coaches. We will only provide funding for candidates referred to you by DWP.If you recruit candidates through your own advertising activity, you will not receive funding for those individuals. **Completing the template**You may need to save several versions of this blank template, depending on how many roles you are submitting.You must only submit job templates for the number of roles specified in your Grant Offer Letter.A template must be completed for each job you are offering. For example, if you are offering 30 jobs split across two roles – a clerical assistant and a retail assistant - you need to complete two templates. You must complete the template at the end of this form. If your jobs are in more than one location, use a row for each. Please do not use acronyms when completing this document.  |

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| **Kickstart Scheme Application ID**(10 characters beginning with KS) |  |
| **Job vacancy title** | Creative Learning Assistant – Polka Theatre |
| **Company name** | Polka Children’s Theatre Limited |
| **Company postcode** | SW19 1SB |

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| **Job summary**Use plain text only. Do not use, for example, bullet points or tables to lay out this information.Summarise the job, to give an overview of the main responsibilities and key activities that the person will be carrying out. It is not necessary to give lots of background about your company.If the job is homeworking, please specify:* if there will be a requirement to attend a work location during the 6 months of employment
* the address and postcode of the locations they will be required to attend
* how often they are expected to attend these locations
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| (Maximum 500 words) The Creative Learning Assistant will play an important role in the department by supporting the Creative Learning team to deliver an exciting and varied programme of theatre-based activities for schools, children and families. You will be working closely with the Head of Creative Learning to develop skills in the administration and co-ordination of creative learning projects including the Polka After School Clubs, our Take Part participation programme and community events. The role involves a combination of office work and working at creative learning events at Polka Theatre and at partner settings across London. You will be someone who is very organised and likes multitasking. You will liaise with lots of different people at Polka. as well as stepping in to help other members of your team as and when needed. **Key areas of responsibility**Polka After School ClubsWork alongside the Schools Relationship Office and give administrative support of the drama clubs, including: keeping the registers and monitoring details up to date for all clubs updating schools and practitioners with any changes for registers responding to new enquiries via email or phone sending out equipment and resources needed for Polka practitioners  attending After School Clubs when needed to assist sessionsTake Part Participation programmeAssist the Participation Officer with customer facing duties including welcoming families into Polka and directing them through the building to the workshop spacesWork alongside the freelance Take Part practitioners to set up and clear down the Clore Learning Studio and other workshop spaces Ensure all workshops resources are sourced and in place before the workshops and sessions startSupport the Participation Officer in collating evaluation and feedback data for all holiday workshops and term sessions**General** Attend Polka performances as required. Provide support to the wider Creative Learning team if required, for instance covering a practitioner’s lunch break.**All team members are expected to**Champion and honour Polka’s vision and valuesMaintain confidentiality and abide by Polka’s policies and procedures Follow Health and Safety rules at work Follow Safeguarding rules and legislation Actively ensure Equality, Diversity and Inclusion is part of Polka’s cultureContribute to Polka’s Environmental Action plan by thinking and working sustainablyContribute towards Polka’s fundraising goals, this may include research, writing applications, advocacy and managing relationshipsTake part in operational teams to help share learning, find joint solutions and drive change Participate in all training, development and wellbeing initiatives as requiredUndertake any other duties as may be reasonably required.**About Polka Theatre**Polka is a pioneering national theatre for children aged 0 to12, based in Wimbledon. We are a charity and one of Arts Council England’s National Portfolio Organisations. Polka was the first venue in the UK to be created exclusively for young audiences in 1979. Polka presents shows and activities all year round. Polka’s mission is to empower children to navigate their world through inspirational theatre and creative experiences. Our values are centred around children and community, focusing on creating work that is excellent, memorable and inclusive.  |
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| **Essential skills, experience and qualifications** Use plain text only. Do not use, for example,bullet points or tables to lay out this information.Are there any essential skills, experience or qualifications the person needs to do this job? For example, a driving licence.Bear in mind that lots of essential criteria may result in fewer applications. |
| (Maximum 250 words) **Essential** Aged 18 to 24 and on universal credit to be eligible to apply as part of the government’s Kickstart Scheme. Due to child protection issues we can only accept 18 to 24 year olds.Proven ability to organise tasks, giving the attention required, within a set timeframe or by a deadline.Ability to use Microsoft Office: Outlook, Word, Excel, PowerPoint and preferably some experience with a CRM/ Database system or software (we use Spektrix on a regular basis).Confident and clear communicator, both speaking and written. Ability to work well in a team.Reliable and trustworthy.A valid Disclosure and Barring (DBS) certificate or willing to undergo an enhanced DBS check (at Polka’s expense) if a job offer is made subject to this being obtained. |

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| **Hours per week**This should be a minimum of 25 hours per week on average each month.Only enter whole hours (for example, do not put 25.5) | **25 Hours per week** |
| **Working pattern**For example, 9am to 1pm, Monday to Thursday. Include any shift patterns.(Maximum 100 words)  | 25 hours per week worked over 5 days, as follows Monday to Friday working 5 hours with 1 hour unpaid lunch break Start and end times to be agreed to suit you and PolkaAdditional hours may be necessary to fulfil the requirements of the post. This could include evenings and weekends, and travel out of London when required. We operate a Time off in Lieu, TOIL, system. Note this role will work from home initially until Polka reopens. |
| **Hourly rate of pay**£ per hour or ‘national minimum wage’See www.gov.uk for further information on the National Minimum Wage. | £20,000 per annum pro rata (equiv £10.99 per hour – based on FTE contract of 35 hr/wk) |

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| **Employability support** Use plain text only. Do not use, for example, bullet points or tables to lay out this information.As part of your agreement, Kickstart Scheme participants must be provided with support, to improve their employment prospects and help them move into long term sustained employment. 1. How will you help to develop the young persons teamwork and communication skills?
2. What training will the young person receive as part of the role?
3. How will you help the young person improve their job prospects?

You will have already submitted this information, as part of your Kickstart Scheme application.**Note: Please tell us if this support is being provided by a third party.** You will need to tell us:who is providing the supportwhen and how oftenhow it will be deliveredwhere it will be delivered (online or at a separate location) |
| (Maximum 250 words) Polka will provide on the job training and coaching alongside in-house training in key areas.  Line managers and the Executive Director provide regular coaching sessions, 1 to 1 mentoring and bespoke support in areas such as CV writing, interview skills, improving confidence and customer service, depending on the needs of the role and the ambitions of the applicant.  Polka provides a programme of in-house training for all core staff including child safeguarding, fire and health & safety, access and disability awareness, data protection and, where suitable, first aid. In addition, Kickstarters will receive job-specific training through attending role-appropriate conferences and training in use of Spektrix (our databse system) through a range of online webinars.  |

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| **If your vacancies are in more than one location, please complete a separate row for each** |
| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| **State whether it is:*** **Home working**
* **Office-based**
* **Field-based / travel**
* **Combination (home/office/field)**
 |  | **Please provide a date.** | **This is the number of people DWP will refer to you. It doesn’t guarantee all those people will apply.** |  | **If homeworking, enter ‘home-based’.** | **Please provide all three of these (ensure you type the email address accurately).** | **Specify the closing date for vacancies at each location** | **Use plain text only.** **How do you want the applicant to apply for this job?*** **Can they apply by phone? If so, give the full name and telephone number to contact**
* **Can they apply online? If so, give the full web address so they can copy and paste it**
* **Can they email their application? If so, give an email address (please ensure you type this accurately)**
* **Do they need a CV and covering letter?**
* **Who should they send it to?**
* **When is the closing date?**
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| Office based | 1 | 20th December 2021 | No maximum | Yes | 240 The Broadway, Wimbledon, London SW19 1SB | Polly Simmonds, Head of Creative Learning at polly@polkatheatre.com Tel 020 8543 8326 | 7th February 2022Or later if appropriate applicant hasn’t been found. | Please complete our application form, accessed on our website at https://polkatheatre.com/jobs/ ensuring you address each area of the person specificationSubmit your application, outlining your suitability for the post to Polly Simmonds, Head of Creative Learning at polly@polkatheatre.com Please also complete the equality monitoring form via this SurveyMonkey link: https://www.surveymonkey.co.uk/r/B3KW6ZHIf you would like to discuss this role in more detail please contact Polly Simmonds, Head of Creative Learning at polly@polkatheatre.com Access information if you require the Job Pack in a different format please call us on 020 8543 4888 or email lynette@polkheatre.com | 14th February 2022 |
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