

TUTOR – CERAMICS – JOB DESCRIPTION

Responsible to: Learning, Participation and Community Engagement Manager

Status: FREELANCE

Overview:

South Hill Park is looking for Ceramic tutors to expand our current provision of adult ceramics courses.

The Ceramics Studio is a beautiful, well-lit space located in our Grade II listed mansion house. The Ceramics team comprises of permanent tutors, plus our Artist in Residence, who is responsible for the safety checks in the studio and weekly firings.

Key Details:

- Freelance
- Rate of Pay: £30 per hour (inc prep and planning) £12.71 fee for annual training and bi annual tutor meetings
- Contracts are renewed on a termly basis
- Courses must meet a minimum number of participants to run

Courses:

Saturdays 10am - 12.30pm

With potential to teach other courses and workshops from January 2027

Start Date:

Winter Term 2026

Week commencing: Monday 21 Sept 2026

Half term: w/b Monday 26 Oct 2026

Week concluding: Monday 30 Nov 2026

Responsibilities:

- The planning and delivery of 10 week term courses that are suitable for up to 10 adult learners of mixed ability level and/or beginner ability level
- To encourage, nurture and inspire students to achieve their learning outcomes
- To deliver a health and safety briefing at the beginning of each course and ensure correct paperwork is completed and filled.
- To complete annual e-learning training modules and attend COSHH training where appropriate.
- To follow South Hill Parks health and safety and safeguarding policies.

- To work with the Learning and Participation Manager to ensure the details for your courses are kept up to date for marketing purposes, and to help the manager answer participant questions in relation to your courses and the studio.
- Potential to plan and deliver adult and children's workshops that would add variety to our programme.
- To work with the Artist in Residence to maintain a safe, clean and inclusive working environment.

PERSON SPECIFICATION

Essential

- Educated to a degree level in ceramics or demonstrable training and experience with a strong portfolio.
- Experience of teaching adults.
- Excellent communication skills.
- Positive and proactive approach and attitude.

Desirable

- Training in health and safety and COSHH
- Experience of working with special needs groups and/or community groups

TO APPLY

Please send:

- CV and images of your work, or a link to your portfolio
- A cover letter outlining why you feel you are suitable for this position, and how your previous experience would enable you to deliver the responsibilities of the position.