

Role Profile

Part A - Grade & Structure Information

Job Family Code	1/2PE	Role Title	Model - Clothed & Unclothed
Grade	PS1/2	Reports to (role title)	Senior Administrator
		Directorate / School	Childrens, Families & Lifelong Learning
JE Band	98-113	Service / Department	Surrey Adult Learning
		Date Role Profile was created	01/01/2017 (updated December 2025)

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To pose either clothed or unclothed for Learners to draw, paint, sculpt or model in Adult Learning classes. The model will adopt and maintain a pose / poses under supervision from an Adult Learning Tutor for a specified period of time. They will assist in creating a good learning environment and consult with each Tutor on arranging resources for Learners to draw, including using costumes, lighting and other props for compositions.
Work Context	Surrey Adult Learning has seven dedicated centres in Surrey. It delivers 800 courses comprising both a published course programme and a set of bespoke courses that are designed to meet the needs of individual groups of adults in the community. Delivery takes place in centres, external venues and on-line. There are three main teams that make up Surrey Adult Learning: Curriculum & Learning who are responsible for curriculum planning and delivery, quality improvement, marketing and the provision of an extensive course offer and the management of tutors and supported learning assistants employed in the service. Operations who are responsible for customer facing functions including the operation of the adult learning centres, admissions and enrolments, and all associated administrative processes. Business Finance & IT who look after the finances of the service, management of information systems, and the provision of technology associated with learning and the examinations office. Due to the nature of the role, occasional evening and weekend working may be required.
Line management responsibility if applicable	n/a
Budget responsibility if applicable	n/a

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Service Development • Assist in the daily running of a service to contribute to the effective delivery of the service. Planning & Organising • Carry out basic services in accordance with organisation's procedures and guidelines. Work with others • Provide advice and guidance to members of the public on standard processes and enquiries. Analysis, Reporting & Documentation • May be required to maintain documents or items (e.g. costumes) in accordance with basic and standard service procedures. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Basic numeracy and literacy, with potential for further study where appropriate. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Able to exchange basic information verbally or in writing. • Knowledge of how to provide high standards of customer care. • Able to work as part of a team. • Basic IT skills.

Details of the specific qualifications and/or experience if required for the role in line with the above description	• Appropriate level of language skills to be able to communicate effectively with staff and Learners. • Understanding of studio management, health and safety and what constitutes an interesting composition. • Punctuality, self-motivation, ability to work under supervision, and ability to maintain a pose. • Interest in and empathy for Learners who want to develop their drawing, painting, sculpting or modelling skills. • Ability to maintain appropriate standards of behaviour whether clothed / unclothed. • Ability to work safely and co-operatively with staff and Learners. • Relevant studio experience, and an interest in Adult Learning. • Flexible approach to working patterns and practices, and willingness to travel independently to classes. • Ability to develop supportive relationship with colleagues. • Willingness to complete mandatory Safeguarding and Equality & Diversity training.
Role Summary	Roles at this level typically work as part of a team performing routine duties to support a public facing service. They will usually have little prior knowledge or experience and will be interested in pursuing a career in the organisation. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines therefore, there is little or no need to plan or prioritise work. They are given the opportunity to learn about a range of activities and procedures, developing capabilities through learning on the job and/or formal study.

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