

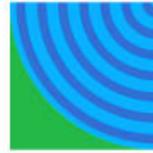


Clár Éire Ildánach  
*Creative Ireland*  
Programme  
2017–2022



An Roinn  
Cultúir, Oidhreacht agus Gaeltachta  
Department of  
Culture, Heritage and the Gaeltacht

**Scoileanna  
Ildánacha**



**Creative  
Schools**

# **Artist Creative Associates Information Booklet**

## **Scoileanna Ildánacha/Creative Schools**

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#### **1. Scoileanna Ildánacha/ Creative Schools**

The Scoileanna Ildánacha/Creative Schools initiative aims to put the arts and creativity at the heart of children and young people's lives. It recognises that the arts are a powerful means through which children and young people can explore communication and collaboration, stimulate their imaginations to be inventive, and harness their curiosity. Engagement in the arts and creativity requires rigour, discipline and resilience nurturing learners' sense of agency and self-worth. This combination of skills underpins all successful learning.

The Creative Schools initiative provides schools with the opportunity to develop a unique plan which responds to their own needs. Participating schools will understand, develop and celebrate their engagement with the arts and creative practices, empowering them to bring about real change in the way they work. They will draw on the range of resources within their school and wider community developing new ways of working that reinforce the impact of creativity on student learning, development, and wellbeing. Children and young people will have a central role in this process.

#### **2. Background**

Scoileanna Ildánacha/Creative Schools is a flagship initiative of the Creative Ireland Programme to enable the creative potential of every child. Creative Schools is led by the Arts Council in partnership with the Department of Education and Skills and the Department of Culture, Heritage and the Gaeltacht.

Creative Schools builds on the concept of Arts Rich Schools (ARÍS), a commitment outlined in the Arts in Education Charter.

Please see the following background documents linked below:

- [Creative Ireland Programme](#)
- [Creative Youth](#)

### **3. Creative Associates**

Key to the success of the Creative Schools initiative is the role of the Creative Associate. It is anticipated that the Creative Associate will work in partnership with a number of schools to develop expertise and approaches that will develop and sustain arts and creative practices in their schools. Creative Associates will draw on the range of opportunities within the school and wider community to stimulate and support creative practices as part of the school's plan. They will provide a mechanism for these schools to begin to share their learning and good practice with others.

Creative Associates will be freelance artists, creative practitioners or individuals working in the arts, culture and heritage sectors who have their own arts and creative practice and a deep understanding of creativity and its potential to transform the lives of children and young people. This will include artists and creative practitioners working in a creative capacity in any art form where the individual's primary concern is a high-quality artistic or creative experience for children and young people. As dynamic agents for change, they will be uniquely placed to form sustainable partnerships between teachers, school staff, learners and other partners. They may be individuals working in a freelance capacity or individuals nominated by an organisation in the arts, culture or heritage sectors.

Creative Associates will be original thinkers who will match the needs of schools to creative opportunities in their locality. They will identify potential areas for improvement and will inspire, energise and drive schools forward in addressing these. Through this pioneering initiative Creative Associates will have the chance to shape the place of the arts and creativity in Irish schools.

Please note: Creative Associates may also be qualified and registered teachers working in primary or post-primary schools in Ireland. Teachers' participation as part of the team of Creative Associates is supported by the Department of Education and Skills. Such applicants must meet specific terms and conditions and must apply as a Teacher Creative Associate.

Creative Associates applying as individual artists or creative practitioners, or as individuals nominated by organisations in the arts, culture and heritage sector, are described here as Artist Creative Associates. Artist Creative Associates will be engaged on a contract for services basis by the Arts Council. This booklet describes the selection and engagement process for Artist Creative Associates.

#### **3.A. Artist Creative Associates**

Contracts for services will be offered to successful individuals or organisations for a two-year period, beginning in September 2018. It is anticipated that services will be required for up to 56 days per annum. However, this is provided as a guideline only and is not a guarantee of services required.

Individuals or organisations applying to deliver Creative Associate services should be aware that if successful, they must demonstrate that they have appropriate levels of insurance in place. The Arts Council’s standard insurance requirements for contracts for services are as follows:

- **Public Liability €6.5 million**
- **Professional Indemnity €1 million**
- **Employers Liability (where applicable) €13 million**

Organisations applying to deliver services must identify a nominated individual to represent their organisation who has the necessary competencies to deliver the services of the Creative Associate role.

### **3.B. The Artist Creative Associate Services**

It is expected that up to 19 Artist Creative Associates will be engaged to deliver services. Each associate will be partnered with a number of schools within one or more of the following regions:

<b>REGIONS</b>	
1	Cavan, Donegal, Leitrim, Monaghan, Sligo
2	Mayo, Roscommon, Galway
3	Laois, Longford, Offaly, Westmeath
4	Kildare, Louth, Meath, Wicklow
5	Dublin
6	Carlow, Kilkenny, Wexford, Waterford
7	Cork, Kerry
8	Clare, Tipperary, Limerick

Applicants must indicate on the application form the regions in which they are available to work.

Providers of Creative Associate services are responsible for their own travel costs and must have the capacity to travel to schools and other locations within the regions they indicate. In addition, they must be willing to occasionally travel outside of their region (usually to Dublin) for national meetings, induction and training days, as required. They must have the capacity to carry out administrative tasks associated with the programme, working from a home office or other suitable location, as required.

The services required include:

**Support the development of the arts and creativity in schools by:**

- responding to each school's individual priorities and needs
- helping each school to understand their current engagement with the arts and creativity
- devising a plan that identifies area(s) for development, in partnership with the school
- ensuring the needs and voice of children and young people shape the plan
- developing the range and quality of each school's practice and initiating high quality learning programmes
- engaging each school in a continuous process of reflection and evaluation

**Manage effective partnerships and connections by:**

- collaborating with school management and staff, children and young people, and where appropriate parents and the wider community
- drawing on the range of opportunities within the school and wider community including artists, local authorities and other creative organisations
- connecting schools to relevant CPD opportunities

**Support the Creative Schools initiative by:**

- bringing their own artistic or creative practice, expertise and networks to the initiative
- acting as an ambassador for Creative Schools
- participating in a national celebration of arts and creativity in education
- actively participating in induction and professional learning sessions
- maintaining effective communication with the project management team
- maintaining accurate records and documentation

- monitoring and managing time effectively
- undertaking administrative tasks to ensure the efficient delivery of the initiative
- adhering to appropriate policies and procedures

The responsibilities of the Creative Associate may vary in accordance with emerging needs and priorities.

#### **4. Eligibility and Selection Criteria**

##### **4.A. Eligibility**

To be eligible to deliver Creative Associate services applicants must demonstrate that they meet the following essential requirements (see Application Form, Section 8, Declarations):

- The applicant has (and in the case of an organisation - both the organisation and the selected nominee have) at least five years relevant experience of working in the arts and cultural sectors within the area of young people, children and education, or other arts in education experience.
- The applicant confirms availability for induction in Dublin in **September, 2018**.
- The applicant confirms availability to deliver the required services, described in this document, during the contract period (two years, beginning in September 2018).
- The applicant confirms ability to deliver services to schools and in other locations in the regions identified and has the capacity to meet this requirement.
- The applicant agrees to provide proof of the required levels of insurance if selected.

##### **4.B. Additional Requirements for Delivery of Specific Services**

Experience of working through the medium of Irish and fluency in the language is desirable, and is a requirement for associates who will be paired with Irish medium schools. Experience of working in special education is desirable and will be a requirement for associates who will be paired with special schools.

##### **4.C. Selection Criteria**

Applicants will be assessed competitively according to: their capacity to manage and deliver the required services; and their specialist knowledge, experiences and skills, including the extent to which they can contribute to and complement the work of the wider team. Finally, allocation of required services will be informed by the anticipated demand for services in each region.

Criteria	Weighting
<p><b>Specialist knowledge and skills</b>, including contribution the wider skill-set of the team (see Application Form, Section 4)</p> <ul style="list-style-type: none"> <li>• Third-level qualifications &amp; other relevant qualifications and training (15%)</li> <li>• Employment or professional experience (15%)</li> <li>• Arts in school and creative approaches &amp; arts and creative facilitation (15%)</li> <li>• Quality of artistic or creative practice (15%)</li> </ul>	<b>60%</b>
<p><b>Capacity to manage and deliver required services</b> (see Application Form, Section 5)</p> <ul style="list-style-type: none"> <li>• Leadership, management, organisational and project management skills (10%)</li> <li>• Communication and partnership skills (10%)</li> <li>• Knowledge of arts and cultural provision (10%)</li> <li>• Additional capacity (10%)</li> </ul>	<b>40%</b>

### Qualitative Scoring Methodology

Applications will be scored against each of the above criterion on a scale of 0 to 5 as follows:

Score	Meaning
<b>5</b>	A response with very few or no weaknesses that fully meets or exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the applicant will deliver to an excellent standard.
<b>4</b>	A response that demonstrates real understanding of the requirements and assurance that the applicant will deliver to a good or high standard.
<b>3</b>	A response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
<b>2</b>	A response where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful.

<b>1</b>	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery.
<b>0</b>	A response which completely fails to address the criterion under consideration.

## 5. Competencies

We acknowledge that the particular specialist knowledge, experiences and skills of applicants will vary. In order to be engaged by the Arts Council to deliver the required Creative Associate services, individuals will need to demonstrate in their application that they can meet many of the competencies identified below, which overall will contribute to and complement the work of the wider team.

<p><b>Demonstrated specialist knowledge and skills</b>, including contribution the wider skill-set of the team (see Application Form, Section 4) - <b>60%</b></p>	<ul style="list-style-type: none"> <li>• understanding of creative approaches to teaching and learning</li> <li>• knowledge of the operation of schools</li> <li>• understanding of curriculum and a knowledge of inclusive education</li> <li>• delivery / facilitation of high quality arts or creative activities with children and young people</li> <li>• capacity to undertake innovative and challenging projects</li> <li>• a developed arts or creative practice</li> </ul>
<p><b>Demonstrated capacity to manage and deliver required services</b> (see Application Form, Section 5) - <b>40%</b></p>	<ul style="list-style-type: none"> <li>• experience of building sustainable relationships with individuals and organisations</li> <li>• experience of managing, delivering and evaluating projects</li> <li>• capacity to mobilise and support reflection</li> <li>• knowledge of current arts and cultural provision available to schools</li> <li>• excellent interpersonal skills</li> <li>• effective leadership skills</li> </ul>

	<ul style="list-style-type: none"> <li>• capacity to work independently and as part of a team</li> <li>• a strong work ethic</li> <li>• excellent organisational, communication, time-management and ICT skills</li> </ul>
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## 6. Daily Rates for Artist Creative Associates

The fixed daily rate for Artist Creative Associates is €300 inclusive of expenses, and exclusive of VAT (if applicable).

For this daily rate, Creative Associates are required to provide services for five hours each day, which will include a combination of contact time with schools and partner organisations; planning; documenting and reporting; training and sharing. Associates are required to cover their own expenses incurred in providing these services, such as travel (including time spent traveling to work at partner schools or other locations), personal administration, and insurance.

## 7. Selection Process

Applications should be emailed to [creativeschools@artscouncil.ie](mailto:creativeschools@artscouncil.ie) by **5pm, 5 March, 2018**. Late or incomplete applications will not be considered.

All applications will be acknowledged. If you do not receive an acknowledgement within two working days of applying please email [creativeschoolsleads@artscouncil.ie](mailto:creativeschoolsleads@artscouncil.ie).

**Applications will be initially evaluated in two stages, eligibility and compliance. Eligible applications will move forward to the shortlisting stage. Applications will be assessed according to the selection criteria outlined above.**

All shortlisted applicants will be invited to a pre-selection meeting (locations to be confirmed). It is expected that the pre-selection meetings will take place the weeks of the **16<sup>th</sup> and 23<sup>rd</sup> April, 2018**. If invited to attend a pre-selection meeting, it is the responsibility of the applicants to make themselves available. Applicants should note that it may not be possible to provide an alternative date.

Following the selection process, selected Artist Creative Associates will be placed on a panel. They will be matched with schools participating in the Creative Schools initiative, based on a range of factors with a view to meeting the needs of schools.

Individuals selected will be subject to Garda Vetting clearance and satisfactory references. Creative Associates are expected to positively represent the Arts Council's standards of behaviour

as well as respecting the ethos and values of the school settings where services are delivered. Creative Associates are expected to behave in accordance with the Arts Council's Child Protection and Welfare policies and procedures, as well as local school Child Protection and Welfare policies.

## **8. Letter of engagement**

Successful Artist Creative Associates will join a panel to provide Artist Creative Associates services and sign a letter of engagement with the Arts Council. Once matched with partner schools, Artist Creative Associates will be issued with a purchase order number, which they should quote when reporting and invoicing for services delivered.

## **9. Induction**

Creative Associates will be required to attend 2 days of induction in Dublin in **September 2018**.

## **10. Queries**

For any queries in relation to this role please see FAQs.

Any further queries should be emailed to [creativeschools@artscouncil.ie](mailto:creativeschools@artscouncil.ie) before **5pm, 26 February, 2018**. If you have a disability which requires reasonable accommodation at the selection meeting please let us know – contact [creativeschools@artscouncil.ie](mailto:creativeschools@artscouncil.ie).

## **11. Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, applicants will be treated in strict confidence.

Applicants are advised that all enquiries, applications and all aspects of the process will be treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the selection and engagement process.

## **12. Finally**

This information booklet represents the principal conditions relating to Artist Creative Associate services. It is not intended to be a comprehensive list of all terms and conditions. These will be set out in a letter of engagement with the selected service providers.