**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Artist in residence | **Department:** | Art |
| **Hours of Work:** | Approximately 36 hours per week split between Art and undertaking residential duties. |
| **Responsible To:** | HoD Art  | **Responsible For:** | N/A |

**Summary of Role:**

To be an artistic and creative presence at Woldingham School, using the opportunity to continue your own practice and develop your work alongside pupils and staff. There is a designated studio, and you will have access to all facilities within the Art and Design Departments.

To support the Art Department in terms of technical support in a wide range of lessons and activities that occur throughout the week. You should possess the technical ability to provide support in a range of artistic disciplines such as painting, sculpture and computer graphics; and be prepared to learn about and support the methods and techniques with which you may not already be familiar.

**Duties and Responsibilities:**

* Running an ‘Open Studio’ in the Art Department and always being prepared to discuss own work with pupils and staff.
* Providing technical support in KS3 and KS4 lessons, additional support sessions and academic enrichment activities as required.
* Advise and encourage KS5 pupils on their work and portfolio preparation.
* Set up and take down the art studio for life drawing.
* Open Art Department twice a week during prep (19.30-21.00) for pupils and on Sunday afternoons (13.00-17.00).
* Support the setting up of exhibitions such as for GCSE and A Level.
* Support the setting up of artwork around the School.
* Create an artwork during their residency for the School to keep permanently.
* To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
* Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.
* Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the organisation.
* Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

**Residential Duties**

* The applicant will work in one of the boarding houses to support the residential team, as part of the rota of pastoral supervision within the house.
* They will lead Night Prayers on duty nights in the boarding house.

**Terms and Benefits**

* **Start Date:** September 2021
* **Working hours**: This is a full-time role, working over a 7-day Rota.
* **Salary**: Competitive
* **Pension:** Auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch:** Complimentary meals, when on duty, in the Dining Room.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Qualifications** |  |
| * Honours degree or equivalent experience in Art or an appropriate related discipline from a recognised university
 | * Work experience within a particular Art-related field
* Master’s degree in Art
 |
| **Personal Behaviours** |  |
| * A passion for Art and working with children in an education setting
* Ability to plan and organise workload efficiently and effectively
* Both independent and a team player, capable of creating new ideas and implementing them
* Be able to show resilience, reliability, commitment and confidence
 | * Willingness to learn new skills and acquire new areas of knowledge
* Understand the importance of safeguarding in a school environment
* Creation of exhibitions
* Support for Art Departments either in Schools or Universities
 |
| **Knowledge and Skills** |  |
| * Portfolio evidence of a high quality of artistic work
* Secure technical knowledge
* Fully competent in the use of ICT, ideally Adobe Creative Cloud, MS Office and Teams
* Ability to motivate and enthuse pupils, and work collaboratively with colleagues
* Excellent oral and written communication skills
 | * Specific experience of technical support for a range of artistic disciplines
* Ability to contribute to the School’s co-curricular programme
 |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community
* Committed to the Sacred Heart Values
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care
 | * Willingness to contribute to whole school initiatives, and support school improvement programmes
 |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people
* A satisfactory Enhanced Disclosure from the DBS
 |  |