

# Head of History of Art (Part-time)

## *for September 2018*

### **About St George's**

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 80 students. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA) and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

### **History of Art at St George's**

At St George's we aim to create an atmosphere in which both pupils and staff can achieve their own maximum potential in such a way that encourages learning, stimulates a love for, and long lasting interest in, their subject and achieves success in examinations.

History of Art is taught at A Level in the Sixth Form. The UVI are the last year group to be studying the AQA specification History of Art (Art of the Western World). As AQA no longer offer the subject at A Level we now offer the Pearson/ Edexcel specification.

## *Extra-curricular activities*

Trips are often arranged to appropriate museums and galleries, often in conjunction with the Art department. There have also been successful trips to Rome, Florence, and Venice and there is potential to further develop the trips and visits programme.

## *Facilities*

There is a dedicated History of Art classroom and it is located as part of the suite of studios devoted to the Art department. The department is well stocked with books, DVDs, digital media and slides. There are also comprehensive electronic resources for each aspect of the courses followed.

## **Job description**

St George's, Ascot is seeking to appoint a part time (0.3 - 0.5 FTE - to be discussed at interview) Head of History of Art for September 2018 to bring inspirational teaching to History of Art in the Sixth Form curriculum.

The History of Art department is closely associated with the Art department, but has its own budget and staff responsibilities. The Head of History of Art is the sole teacher of the subject. The Head of History of Art will report to the Assistant Head (Head of Sixth Form) on a day-to-day basis and the Assistant Head (Head of Sixth Form) will be their link to the Senior Management Team.

## **Person specification**

The successful candidate will:

- hold an undergraduate degree in History of Art or a closely-related discipline
- be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- have a record of outstanding classroom teaching at A Level **or** show evidence of excellence on completion of a graduate or postgraduate teaching course (i.e. applications from NQTs are welcome)
- be able to demonstrate excellent subject knowledge
- promote high standards of education, care and behaviour
- be able to use ICT for a range of administrative and teaching purposes
- be an excellent oral and written communicator
- be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- show commitment to personal development and innovation

- be flexible and adaptable when going about his/her work
- have energy, commitment and stamina
- have a good sense of humour and be able to work effectively as part of a team
- be able to co-operate and work collaboratively with colleagues, pupils and parents
- be sympathetic towards the ethos of a busy boarding and day school

**The following are the key duties and responsibilities:**

- Teach History of Art in the curriculum for A Level examinations.
- Encourage pupils' learning and engender enthusiasm for the subject.
- Oversee the development and maintenance of schemes of work and lesson plans within the Department.
- Implement and ensure compliance with the requirements of the examination boards at A Level.
- Compile and maintain the Department handbook and Department Development Plan.
- Draw up and manage the budget requirements for the Department.
- Produce a fortnightly Department bulletin for the Senior Management Team (in place of Department Meeting Minutes).
- Attend Heads of Departments' meetings, which usually occur twice a term.
- Set and mark class work, prep work, in-year assessments and end-of-year examinations.
- Keep records of work covered and pupils' progress.
- Organise and participate in educational visits and trips.
- Attend parents' evenings for all classes taught.
- Prepare pupil reports in line with the school's protocol.
- Attend Continuing Professional Development courses.
- Attend all staff and Department meetings, including INSET at the start of each term, taking and sharing minutes as required.
- Attend Open Mornings and Education Days on occasional Saturdays if required.
- Act in the capacity of Form Tutor.
- Run a weekly extra-curricular activity after school.
- Take prep duty after school on four evenings per term.
- Carry out a weekly patrol duty.
- Maintain a positive and professional approach with parents and colleagues.
- Actively promote good behaviour amongst pupils.
- Cover for absent colleagues.
- Be a member of one of the school's Houses and attend House meetings.
- Positively promote the school in the community.
- Support departmental colleagues in the consistent use of pupil rewards and sanctions.

- Other duties as occasionally directed by the Assistant Head (Head of Sixth Form) or other members of the Senior Management Team.

## Terms of service

- Start date:** 1 September 2018
- Salary:** A competitive salary will be offered to the successful candidate, depending on experience, and based on the school's own salary scale. In addition to the basic salary, a generous management allowance will be paid.
- Pension:** All teaching staff are included as members of the Teachers' Pension Scheme unless they elect to opt out.
- Hours of work:** This is a part-time teaching post during school terms; additionally there will be a requirement to attend routine teaching events such as parents' evenings, staff training days preceding each term, and occasional Saturdays (e.g. Open Days) as notified by the Headmistress or Senior Management Team.
- Notice Periods:** The notice period required by either side to terminate your employment will be one term.
- Facilities:** Lunch is provided during term time. Members of staff can use the school's sports facilities at allocated times. There is free on-site parking.

## Disclosure and other pre-employment checks

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

## Applications

For details of this post and an application form please contact Mrs J Witt, PA to the Headmistress, on 01344 629904 or [jwitt@stgeorges-ascot.org.uk](mailto:jwitt@stgeorges-ascot.org.uk)

Letters of application should be no more than two sides of A4 and, together with the completed application form, should be sent to reach the School by **midday on Monday 19 February 2018**.



Applications should be sent to:

Mrs E M Hewer, Headmistress, St George's School, Wells Lane, Ascot, Berkshire, SL5 7DZ or  
emailed to [headmistress@stgeorges-ascot.org.uk](mailto:headmistress@stgeorges-ascot.org.uk)

Interviews will take place on **Monday 26 February 2018.**