

Norwich School

Graduate Assistant - Art & Design



Job Description

Job Title: Graduate Assistant – Art & Design

Reports to: Head of Art & Design

Specific Responsibilities:

- To assist teaching staff in the delivery of lessons across Art & Design.
- To play a major role in the administration, hanging and curation of exhibitions in and around the school, in particular the Crypt Gallery.
- To put on a minimum of one exhibition of your own personal work, 5 hours a week will be set aside to allow you to produce your own work.
- To have responsibility for running two or three outreach projects per year.
- To run two after-school studio sessions per week from 4.15-6.00pm, one of which will be the running of life drawing classes.
- On occasion, to be involved with staff in providing pupil support sessions on the occasional weekend or during the Michaelmas and Easter break.
- To support a tutor group and possibly an after-school library session.
- Undertake other responsibilities, which the Head Master or the Head of Art & Design considers to be appropriate to the role.

Other

- Participate in training and other learning activities as required; and in the Probation / Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, the Bursar or the Head Master.

Personal Qualities

- To have achieved a good honours degree in a relevant area of study
- To have a specialist degree in an area that will cover the general needs of the job description.
- To have practical and creative skills, including a familiarity with standard art materials and equipment
- To show a proactive approach and willingness to improve one's own professional development by developing their own work, attending agreed training courses (paid for by the school), attending departmental educational visits and taking on minor responsibilities
- To have the desire to be part of an expanding and ambitious department
- To support the Norwich School aims, ethos, safety and professional standards
- To adhere to the Norwich School dress code
- To be punctual, personable, reliable and enthusiastic
- To be able to be flexible in the hours of work during term time
- To be capable of working unsupervised
- To enjoy using your own initiative
- To enjoy your subject

Use of facilities and materials will be given to generate own work in your spare time.

On application, please supply a small portfolio selection of recent printed or digital images.

Please contact Ian Passam, Head of Art & Design, for further information, telephone: 01603 728 468 or e-mail: ipassam@norwich-school.org.uk

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Salary and Benefits

Salary and Working Pattern

This is a fixed term contract from 1st September 2020 to 31st August 2021. The Graduate Assistant will be expected to work 37.5 hours per week during term time and the salary is £12,886 per annum. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.