



## ART ASSISTANT APPLICATION PACK



<b>The Role:</b>	<b>Art Assistant</b>
<b>Start Date:</b>	<b>September 2018</b>
<b>Reporting to:</b>	<b>Head of Art</b>
<b>Salary:</b>	<b>£17,000-£22,000</b>

# Welcome to Arnold House

## Dear Applicant

**Thank you for your interest in the role of Art Assistant at Arnold House.**

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 5 to 13, and a member of IAPS (the Independent Association of Preparatory Schools).

Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry.

The School's strengths include:

- a broad and balanced all-round education
- boys are enabled to develop as individuals
- a strong academic tradition
- a recognition that the School has a religious life
- an underlying spirit of tolerance
- kindness and good manners exemplified in relations between boys, staff and parents
- traditional values
- a spirit of competition
- strong pastoral care
- a happy family-oriented school.

Boys move on to many of the UK's most sought after senior schools, both day and boarding, including City of London, Eton, Harrow,

Mill Hill, Radley, Rugby, St Paul's, Tonbridge, UCS, Westminster and Winchester.

Comments from our recent ISI report include:

'The quality of children's academic achievement is excellent... pupils are confident in their abilities and show themselves to be very capable of working cooperatively and independently.'

'The quality of leadership and management is excellent. Senior leaders provide a clear educational direction for the school. The recently revised management structure creates an effective collegiate ethos that makes good use of the leadership skills within the school... the school has a clear strategy and identified budget for the professional development of staff.'

The full report can be downloaded from: [www.arnoldhouse.co.uk/isi-inspection-reports](http://www.arnoldhouse.co.uk/isi-inspection-reports)

## The Curriculum

**In all year groups, the school endeavours to ensure that there is parity between each pair of classes. The composition of each class is changed every two years to ensure social refreshment and academic balance. Setting is used in some subjects in some year groups in order to secure some structured differentiation.**

The school aims at an ideal class size of 18. Small classes allow a good degree of personal attention for each pupil. Classes in Years 1 to 4 are taught by form teachers for most subjects with specialist teaching in PE, IT, French, Music and Art. From Year 5 onwards, all subjects are taught by specialists.

In the early years, emphasis is placed on the acquisition of the

basic skills of literacy and numeracy, but balance and breadth in the curriculum are not neglected. As a boy's education progresses, the curriculum is steadily enriched in preparation for his senior school. Arnold House takes a long-term view of a boy's education; each year marks a progressive step up the school towards the final goal of Common Entrance or Scholarship at 13 years of age. A carefully structured, long-term approach avoids the risk of a pupil being put under inappropriate pressure at any stage in his career at the School.

Boys are taught mathematics, English, science (biology, chemistry and physics), physical education, team games, art, music, IT and religious studies throughout

the school. French, as a spoken language, is taught from Year 1, with an emphasis on writing and reading emerging in Years 3 and 4. Pupils start Latin in Year 5, at age nine, and some learn Ancient Greek from Year 7. In Years 1 and 2, the humanities are covered in topic lessons; history, geography and religious studies emerge as separate subjects in Year 3. Computing is taught as a separate discipline to all year groups. The main academic subjects are taught in such a way as to reach the higher tier standards set by the Common Entrance syllabus and for some boys 13+ scholarship examinations.

# Art at Arnold House

**Art is taught throughout the School, with each class having a double lesson once a week in the specialist art room, delivered by the Head of Art.**

Boys are taught a broad based syllabus covering aspects of art, craft and design, working in two dimensions and three dimensions. Boys will work from first-hand observation as well as responding to the work of both

traditional and contemporary artists and designers.

Over the year many practising artists visit the School to run sessions with the boys.

As well as learning to use a wide range of materials, techniques and processes, boys learn to engage, explore, question, refine and modify their personal practice as well as evaluating the work of their peers.

In addition to formal Art lessons, there are a number of popular art and craft related activities which boys can sign up to on a voluntary basis.

## Supplementary Information

**We are seeking to recruit an enthusiastic, creative and dynamic individual to join our forward-thinking Art department.**

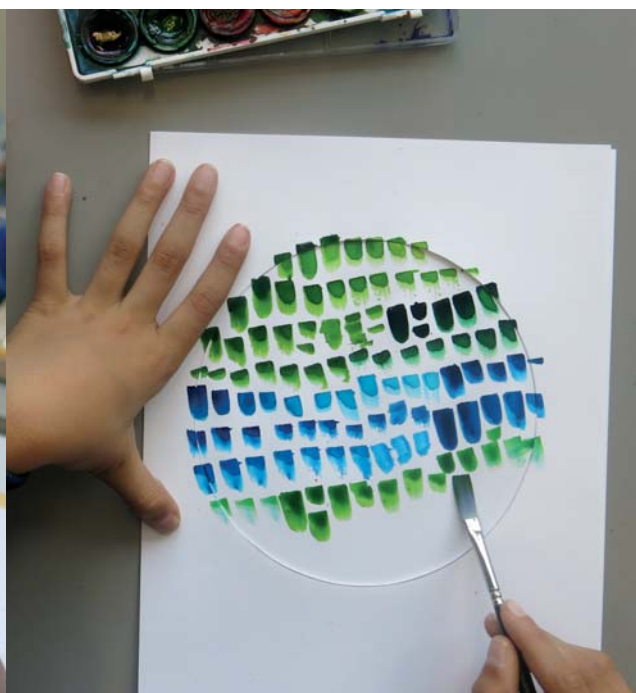
There is a bespoke and well-equipped art room, which benefits from plenty of natural light and boasts its own kiln. The boys are highly motivated and enthusiastic.

This role is perfect as a stepping stone to teaching and all previous Art Assistants have gone on to teacher training programmes or

full-time teaching posts, with three becoming Heads of Art.

The role is full-time. Benefits include a competitive salary, generous school holidays, lunches and refreshments during the day are offered to the staff free of charge. All staff are appraised regularly and are encouraged to reflect on and develop their practice.

There is a proactive and well-resourced approach to Professional Development.



# Job Description

This is a non-exhaustive list of the duties you will be expected to perform:

## 1. Assisting the Teacher

- preparing resources
- team teaching
- creating displays
- liaising with visiting artists
- setting out and clearing away teaching materials
- photocopying
- ordering materials
- photographing artwork

## 2. Assisting the Boys

- assisting individuals with their work
- leading small groups of boys through their work
- encouraging good behaviour and work habits

## 3. Supervisory Duties

- helping to supervise boys during break times

- helping to supervise boys during lunch
- helping to supervise boys before, during and after any public performance
- helping to supervise boys at the beginning and end of the day

## 4. Training

- reviewing from time to time your methods of work
- participating in arrangements for your professional development

## 5. Appraisal

- participating in any arrangements that may be made for the appraisal of teaching assistants

## 6. Discipline, Health and Safety

- helping to maintain good order and discipline among the boys and safeguarding their health and safety both when they are on

the school premises and when they are engaged in authorised school activities elsewhere

## 7. Child Protection and Safeguarding

- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact

## 8. Providing Cover for Absent Teachers

- depending on your experience and level of confidence, providing cover for absent teachers.





# Person Specification

Qualifications and Experience	Essential	Desirable
Good degree in Art or an Art-related subject	✓	
A good knowledge of Adobe Photoshop	✓	
Excellent organisational skills	✓	
Excellent communication skills	✓	
Experience of working with children		✓
Experience of screen printing		✓
Experience working with ceramics and operating a kiln		✓
A strong desire to help children learn, improve, and develop a keen interest in artistic pursuits	✓	



## How to Apply

**Application Closing Date:** 12pm Tuesday 8th May 2018

**Interviews will be held:** Week commencing Monday 14th May 2018

**Start date:** September 2018

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a handwritten letter to Recruitment, Arnold House School, 1 Loudoun Road,

London NW8 0LH explaining why you feel you are suitable for the role.

In the case of any queries, please contact Frances Peel Yates, HR Administrator on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

**Arnold House School** 1 Loudoun Road St.John's Wood, London NW8 0LH

Telephone: 020 7266 4840 Facsimile: 020 7266 6994 Email: [office@arnoldhouse.co.uk](mailto:office@arnoldhouse.co.uk) Website: [www.arnoldhouse.co.uk](http://www.arnoldhouse.co.uk)

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