PART-TIME TEACHER OF ART
MATERNITY COVER REQUIRED FROM APRIL 2020

BACKGROUND
St Swithun's School, Winchester is set on an impressive and attractive campus of 45 acres overlooking open countryside, and offers girls exceptional teaching, sporting and recreational facilities. The school offers day, weekly boarding and full boarding options for 520 girls aged 11-18. There is an adjoining a Prep School for girls aged 4-11 with a co-ed nursery and a total pupil roll of 180.

THE ST SWITHUN'S LEARNING COMMUNITY
At St Swithun's we are committed to learning in its broadest sense and we relish trying different teaching methods and crafting opportunities in and out of lessons to challenge and excite. We are a kind and supportive community of enthusiasts who welcome newcomers. Innovation, energy and individuality, in staff and pupils alike, are considered a distinct advantage. We are a *High Performance Learning* school which means we systematically and consistently teach the skills and attitudes that enable all girls to achieve highly.

THE DEPARTMENT
The art department offers a broad-based and diverse curriculum, which promotes the acquisition of practical and critical skills. We aim to promote excellence and pride in achievement, whilst creating a stimulating atmosphere in which pupils are able to feel confident in expressing individual ideas.

The art department has two main purpose built studios, a sixth form studio, a history of art classroom, an IT resources area, including a suite of iPad Pros, a dark room and gallery space. There is currently one full time art teacher, two part time art teachers, a part time history of art teacher and a full time technician. Art is taught throughout the lower school (Y7-Y9) in mixed ability, form groups. Pupils are offered the whole range of the department's facilities over the three years, it is expected that they will cover ceramics, painting, printmaking, sculpture and photography. Art is a popular choice at GCSE (AQA Fine Art) and A level (OCR Fine Art). Sixth formers have their own dedicated studio and are freer to work whenever they wish to. Life drawing is taught in the sixth form and all L6 artists are expected to participate.

There are regular trips for each year group to galleries or museums. We have a thriving after school programme and all members of the art department are expected to run an after school art club and participate in department trips, particularly if the nature of the excursion directly impinges on, or relates to, the teaching for which they are responsible.

JOB SPECIFICATION

Teachers are responsible for ensuring high standards of learning and achievement for all pupils they teach and are expected to play a full part in the life of the school. They share collective responsibility for the daily running of school business, including the work of a form teacher, and other supervisory duties.

Teaching preparation, assessment, record-keeping, writing reports, pastoral care and liaison with parents are integral to every teacher's commitment. Attendance is required on one or two days before term begins for preparation and for INSET; at parents' meetings, staff meetings, departmental meetings, school assemblies and major functions. Teachers should also be prepared to cover for absent colleagues within reason and, when absent themselves, to set work if possible.

Subject teachers are expected to -

have knowledge and understanding of:

- the relevant aspects of the school's subject curriculum and IGCSE, AS, A2 and Pre-U specifications.
- progression in their specialist subject(s), including before their specialist age range.
- subject-related questions which pupils raise, and pupils' common misconceptions and mistakes in their specialist subject(s).

plan and set expectations by:

- identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- having appropriate and demanding expectations for pupils' learning and motivation and setting clear targets for pupils' learning, building on prior attainment.
- identifying pupils who have special educational needs, and know where to get help in order to give positive and targeted support.
- being familiar with the contents of the Staff Handbook and the School Policies, especially Child Protection, Anti-bullying and Behaviour and Discipline; Staff Duties and Expectations.

teach and manage pupil learning by:

- ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

assess and evaluate progress by:

- assessing how well learning objectives have been achieved and using this assessment for future teaching.
- marking and monitoring pupils' class and homework in accordance with the School Marking and Assessment Policy and providing constructive oral and written feedback; setting targets for pupils' progress.
- when applicable, understanding the standards expected of pupils in relation to the lower school curriculum, GCSE and post-16 courses.

establish good relationships with parents and the wider community by:

- knowing how to prepare and present informative reports to parents and how to conduct a meeting during the designated Parents' Meetings.
- recognising that learning takes place outside the school context and providing opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- understanding the need to liaise with those responsible for pupils' welfare within the school (Form and House Staff; Health Centre Sisters and Chaplain, Deputy Headmistress or Headmistress).

manage their own performance and development by:

- understanding the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- understanding their professional responsibilities in relation to school policies and practices.

- setting a good example to the pupils they teach in their presentation and their personal conduct.
- evaluating their own teaching critically and using this evaluation to improve their effectiveness.

manage resources by:
working with their colleagues and the Head of Department to select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

PERSON SPECIFICATION
In making an appointment at St Swithun's School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- be well qualified and knowledgeable within their subject area.
- have a relevant teaching qualification.
- have good communication skills.
- be enthusiastic, self-motivated and committed to helping all for whom they have responsibility to achieve the best possible standards.
- have the ability to inspire and promote confidence and foster an enjoyment of their subject.
- form and maintain good professional relationships.
- take an active interest in current developments within their subject area and wider educational issues.
- have a willingness to participate in new initiatives where appropriate.
- have a commitment to their own continuing professional development.

All part-time teachers are involved in specific activities within the school and their departments, for example:

1. Contributing to teaching and curriculum planning under the direction of the Head of Department
2. Undertaking regular marking and assessment, recording and reporting of pupil progress.
3. Contributing to the preparation and marking of exams, preparation of new courses, setting, marking and moderation of coursework and the maintenance of cross-curricular links.
4. Participating in the professional review and appraisal process.
5. Attending Departmental and Staff Meetings when these fall within their normal teaching hours.
6. Keeping up to date with developments in their subject and teaching as a whole through continuous professional development and INSET.
7. Peer observation and tracking pupil progress.
8. Setting and/or teaching work for an absent colleague in an emergency.
9. Deputising for Form teachers as required.
10. Sharing responsibility for the implementation of all the school's policies and procedures, particularly;
    a. The behaviour and discipline of pupils.
    b. The professional duties and expectations of teachers.
    c. The health and safety of all.
11. Performing other occasional duties that may reasonably be required by the Headmistress.

SALARY
St Swithun's has its own competitive pay scale with an additional St Swithun's allowance.
The school also provides private health insurance cover for teaching staff a range of other employee benefits.

Closing date for Applications**: Monday 27 January, 12 noon.**

Applications should be returned to:

Ms J S Gandee, Headmistress
St Swithun's School
Alresford Road
Winchester
SO21 1HA
Tel: 01962 835701
Email: recruitment@stswithuns.com
Website: www.stsswithuns.com

St Swithun's committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Headmistress ensures that the recommended procedures are followed when recruiting staff.

Explanatory Notes

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.
- In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

- At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate.
- A utility bill or financial statement showing the candidate's current name and address. These must be issued within the last 3 months and provide verification of address.
- Documentation confirmation their national insurance number
- Where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check at DfES barred list database and the Protection of Children Act List as appropriate
- A satisfactory DBS disclosure
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness if appropriate for the job's requirements.
- For staff who will be working within early years childcare provision or children under the age of 8 or in the provision of out of hours care, will be required to provide a written declaration that neither they nor anyone in their household is disqualified from working with children.

For teaching posts:

- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)