



## HEAD OF ART REQUIRED FROM SEPTEMBER 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 510 girls aged 11-18. There is an adjoining Junior School for girls aged 3-11 and boys up to the age of 7 years, with a total pupil roll of 200.

### 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. We support pupils in fulfilling their creative potential.

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 at home and abroad to galleries and 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. A regular programme of visiting artists and an artist in residence post augment the curriculum. We invite artists into our department and the school community, giving the pupils the opportunity to work alongside exciting, talented practitioners. We regularly take part in ARTiculation and have achieved places in the finals on many occasions.

The department regularly shares good practice, working collectively to explore new techniques to enhance the art curriculum and improve pupil outcomes

## KEY RESPONSIBILITIES

The head of department is responsible for the overall delivery of the curriculum at all levels. S/he will organise systems of appraisal and monitoring according to the school model, and also the administration of assessments and mock exams, with cross-marking where appropriate.

Heads of department are responsible for providing professional leadership and management, generating enthusiasm and demonstrating and encouraging good practice within their subject area. They have a responsibility to monitor standards, to ensure high quality teaching, high standards of learning and achievement for all pupils and the effective and safe use of resources.

The head of art should be a practising artist and have a broad skill base, ideally with a Fine Art specialism.

## PERSON SPECIFICATION

The Head of art is expected to

- be well qualified and knowledgeable within their subject area, preferably with a degree in Fine Art.
- be a practising artist.
- have a relevant teaching qualification and a proven record of success as a classroom teacher.
- have high level communication skills.
- be enthusiastic, self motivated and committed to helping all for whom they have responsibility, pupils and staff, 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 with pupils and colleagues.
- take an active interest in current developments in their subject area and the wider educational issues.
- have a willingness to participate in, and generate, new initiatives as and when appropriate.

## JOB SPECIFICATION

Heads of Department are expected to

- **Provide strategic leadership**, creating a positive climate of learning and confidence in teaching.
- **Foster a collaborative team** in which responsibility is delegated and shared.
- **Plan and manage pupil learning** to ensure curriculum coverage, continuity and progression for all pupils, including those with Special Educational Needs and the Gifted and Talented.
- **Evaluate and assess pupil progress and achievement** in their department.
- **Assess and evaluate national, local and school data** to inform planning.
- **Use data** from previous years or other schools to optimise progress for pupils.
- **Monitor and evaluate the work of staff** within their department.
- **Plan and set expectations for pupils and staff** in relation to standards of pupil achievement and the quality of teaching.
- **Be actively involved in the development and review** of departmental and school policies and procedures.
- **Maintain good relationships** with parents and the wider community.
- **Contribute to the recruitment and assessment of prospective pupils** through Open Days, visits, marking Common Entrance, 6<sup>th</sup> Form and other examinations, interviews, etc.

Heads of Department will

- **Have knowledge and understanding** of the School's aims and ethos, development plan, overall curriculum, and its policies and procedures.
- **Share responsibility with other leaders** for the implementation of these policies and procedures, especially curriculum, child protection, health and safety, pupil behaviour and staff duties.
- **Manage resources**, prioritise expenditure and advise on the deployment of staff and use of facilities and ICT.
- **Manage their own performance and professional development** in consultation with senior leaders.
- **Manage the performance and professional development of staff** within their department by establishing clear expectations, encouraging good working relationships and by induction, monitoring and appraisal.
- **Play an active role in staff recruitment and retention in their subject area.**

- **Have an appropriate working knowledge** of areas of the law relevant to their role as teachers and managers; employment, equal opportunities, personnel, child protection, behaviour and discipline, health and safety etc.
- **Work collaboratively with other Head of Departments** to ensure that the learning experience of pupils across subject areas is coordinated and to contribute as appropriate to the PHSE provision through work in their own subject area.

**Practical outcomes of the above include the following tasks;**

### **Learning and teaching**

Heads of Department should

- Produce a departmental development plan as part of the school's development cycle.
- Produce relevant material for the departmental handbook and update it annually.
- Devise, implement and regularly update specifications for the teaching of their subject, and select suitable specifications for public examinations.
- Develop schemes of work throughout the school.
- Monitor quality of teaching by lesson observation and monitoring assessment of pupils' work.
- Organise supplementary (off site) educational activities where relevant or appropriate.

### **Pupil achievement: marking, assessment, recording, reporting**

Heads of Department should

- Implement the whole school assessment and marking policy in specific subject area.
- Prepare or oversee the preparation of internal exam papers and marking schemes.
- Monitor pupil achievement within subject area both internally and via external results.
- Oversee the work of colleagues in reporting to parents and at parents' meetings.

### **Staff professional development**

Heads of Department should

- Maintain a record of staff training and INSET.
- Provide leadership and professional support for the other teachers in the department.
- Hold weekly minuted meetings.
- Provide feedback on lesson observations and monitoring of pupils' work.
- Follow the Induction procedures in Staff Handbook with a colleague joining the department.
- Supervise colleagues and their professional development through the professional review process.

### **Resources**

Heads of Department should

- Organise the supply of necessary resources, keeping up to date with the availability of new resources and of ICT developments.
- Manage departmental budgets: producing budget requests annually for approval and incorporation into the whole school budget.
- Liaise with the ICT department and digital learning co-ordinator for advice on ICT provision.
- Cooperate with the Careers department to provide information and advice to pupils.

### **School level responsibilities**

Heads of Department will be required to

- Undertake the role of form tutor (and/or Housemistress/master).
- Provide the deputy head academic with information on staffing needs to inform timetable building.
- Participate in regular Heads of Department meetings.
- Serve from time to time on working parties and committees.
- Provide an annual report to Council on behalf of the department.
- Perform any such other professional duties as 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.

## **APPLICATION**

Closing date for application is 12 noon, Monday 3 February 2020

Applications should be addressed to:

Ms J S Gandee, Headmistress  
St Swithun's School  
Alresford Road  
WINCHESTER  
Hampshire  
SO21 1HA

Tel: 01962 835701

Email: [recruitment@stswithuns.com](mailto:recruitment@stswithuns.com)

Website: [www.stswithuns.com](http://www.stswithuns.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 confirming 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)