

SWANBOURNE HOUSE



Teacher of Art
CANDIDATE PACK

“THANK YOU FOR YOUR INTEREST IN THE ROLE OF TEACHER OF ART AT SWANBOURNE HOUSE.



At Swanbourne House our mission is to unlock and develop the confidence and individual talents of each child by providing our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.

In the context of a character and values education we ensure that our day and boarding pupils are well prepared for their next school and adult lives in a fast-moving and challenging globalised world.

Additionally it is our aim to provide our staff with the support which you need so that you can respond enthusiastically to the challenges which being part of a busy school entails.

At Swanbourne House we take a particular pride in our reputation for a broad education and we recognise that this is built very much on the commitment and skills of our staff.

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Mrs Jane Thorpe
Head at Swanbourne House School.

OUR VISION

- > To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
- > To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
- > To ensure both day and boarding pupils are well prepared, within the context of a character and values education, for their next school and adult lives in a fast-moving and challenging globalised world.

DISCOVER THE #SWANBOURNESPIRIT

Swanbourne House School is a co-ed prep school for ages 4 to 13 based in the Buckinghamshire countryside, around 20 mins from the thriving new town of Milton Keynes.

Our curriculum provides a broad education with strong academic foundations, allowing pupils with a range of abilities, interests and learning styles to flourish.

It's a progressive approach that ensures children are ready to take on the challenges of the next stage of their education with courage and confidence. In September 2019, we replaced Common Entrance with the Pre-Senior Baccalaureate, an assessment model that seeks fairly and accurately to quantify a pupil's all-round achievements in the 11s and Top Year. A final summative Baccalaureate Certificate accompanies the transfer to senior schools and offers a 360° assessment of a pupil's progress, knowledge, skills and attitudes.

The breadth and balance within the curriculum entices pupils to engage fully in the range of lessons they have each day. Activity and investigation enable our pupils to be confident in thinking for themselves and to be resilient when problem solving.

An education at Swanbourne House School has a hands-on feel where children increasingly take ownership of, and pride in, their education. We are passionate about developing in the children, genuine awe, wonder and curiosity at the complexities of life and the world about us – past, present and future.



TEACHER OF ART

THE ROLE

Art at Swanbourne is for everyone. Each child has the opportunity to be creative in painting, printmaking and sculpture. We offer a broad, inclusive approach to the subject and our large spacious Art Room and small class sizes enable us to be ambitious with media and materials. Our beautiful grounds make it possible to take Art out of the classroom throughout the year. Our Schemes of Work are designed to encourage pupils to develop as individuals whilst experiencing projects that involve exploring the formal elements of Art. Trips to Galleries and visiting Artists are encouraged.

PSB Art is taught in Year 7 and 8. At Swanbourne House, PSB Art is approached as a two strand subject, the first strand is skill based and needs specific teaching. The elements of colour, pattern, texture line, tone, shape, form and space are explored and experienced in a structured way. Pupils are taught how to handle the materials used to create Art. The second strand is the consideration of why Art is important and why people create Art. In this, we consider the wealth of knowledge and ideas that have gone before us and how they connect to contemporary creations and ideas; especially within the pupils' work. There is an emphasis on developing observational drawing skills and in many cases this is linked to the work of various artists, movements and Western and other cultures.

RESPONSIBILITIES

Leadership of Teaching and Learning

- To have high expectations of all pupils studying Art whilst taking into account the ability range of the pupils; to differentiate work for more able and less able pupils according to their needs.
- To be capable of delivering dynamic and effective lessons to the full age and ability range of pupils at Swanbourne in a friendly and supportive way.
- To plan and deliver the PSB Curriculum for Art.
- Have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school.
- Make a positive contribution to the efficient running of the Expressive Arts Department, including organising for pupils work to be displayed throughout the school, attending departmental meetings and undertaking other tasks as delegated by the Director of the Arts
- Enhance the quality of teaching and learning in the Art Department sharing resources and good practice, lesson observation, collaborative teaching and active participation in continuing professional development.
- Make effective use of ICT to support learning and promote independent learning within your subject.
- Take responsibility for all resources within your classroom and ensure any books/ equipment given to pupils are returned in a reasonable state.

- Take responsibility for the behaviour of students in your lessons and seek support with any pupils causing concern.
- Utilise rewards to promote positive attitudes and apply sanctions as and when necessary in line with the school's behaviour policy.
- Ensure that the literacy and numeracy strands are incorporated into your lessons, if appropriate.
- Play an active role in the extra-curricular life of the Department, organising and contributing to off-timetable workshops, enrichment extension programmes, on-site exhibitions, off-site trips; Open Days and Senior School Scholarship preparation courses.
- To run Art clubs for pupils in the Lower, Middle and Upper Schools.
- To run an Art Scholarship mentoring group and to oversee the preparation of pupils for Art scholarship assessments at public school.
- To liaise with the Heads of Art of Senior Schools, as appropriate.
- To seek opportunities to promote the name of the school and the Art Department through events which show off the excellence of the department (including exhibitions in school and out of school)
- To maintain displays of pupils' work and subject resources in the classroom.
- To take part in organising and supervising educational visits to places that will stimulate and inspire an interest in Art and its many forms.
- Keep abreast of changes within your subject area.
- Comply with Health and Safety procedures at all times and ensure risk assessments are documented as and when required.
- Be committed to a boarding school life and willing to engage in a range of extra-curricular activities and the Saturday enrichment programme.

Management of Teaching and Learning

- To take responsibility for the delivery and development of the Art Curriculum in Key Stages 1, 2 and 3.
- To be accountable to the Head and Deputy Head for the Art Curriculum and for the teaching of Art to pupils throughout the school.
- To liaise as needed with the Head of Lower School concerning the teaching of Art by class teachers in EYFS and Key Stage 1.
- To ensure all lessons are fully prepared, that learning objectives are made clear to pupils and that progress is measured.
- Ensure that all work is differentiated so that there are supportive mechanisms in place for SEND pupils and extension activities for AGT pupils and each child is treated as an individual.

- To attend Parents' evenings as appropriate to discuss the children's progress.
- To write Progress Reports and subject reports at the end of the Autumn and Summer Terms.
- To participate in INSET provided by the School during the period of employment.
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal.
- To keep records of INSET attended.
- To take a full and fair part in the Staff Duty Programme which includes Sunday duties once or twice a year.
- To be part of the school's Personal Tutor scheme.
- To attend School assemblies and staff meetings.
- To make an active contribution to whole school events.
- Ensure that the Art Technician is fully involved in your lessons and briefed beforehand as to what is expected of them.
- To bring to the attention of the Director of the Arts any difficulties which arise within the department.
- Contribute fully to the Departmental Improvement Plan and Departmental policies.
- In consultation with the Director of the Arts, to keep, prepare and update the following departmental records:
 - The department policy document
 - The annual departmental review
 - The department financial requirements and records of how budget is spent
 - The scheme of work
- Ensure that pupils' work is marked promptly and feedback is given to ensure that improvement can be made.
- Assess pupil performance against the targets of the PSB core skills on a regular basis and identify areas for development.
- Use Parents Evenings to ensure pupils / parents know what level they are working at and what they need to do to improve.
- Complete interim and full reports using iSAMS.

RESPONSIBILITIES AS A PERSONAL TUTOR

- To provide pastoral support and advice for pupils in the tutor group. Helping pupils to develop socially and academically. To encourage their involvement in all areas of school life including extra-curricular activities.
- To monitor pupils' attendance and contact home when prolonged or unusual absences are unexplained.
- Ensure the prompt receipt of letters from parents explaining absence.
- Alert the Head of School to concerns over attendance and punctuality.
- To monitor standards of appearance.

- To ensure that correct items of uniform are worn.
- To ensure that pupils are dressed correctly and smartly.
- To monitor standards of behaviour, helping pupils to ensure that standards of behaviour are upheld at all times by encouraging pupils to follow the Swanbourne Way.
- To disseminate information ensuring that published communications from the School to home are effectively distributed and returns collected as necessary
- To make sure that pupils move promptly and quietly to assembly and Chapel on appropriate days and behave well during these and other formal School occasions.
- To write pastoral reports on pupils in the tutor group. To collate and check pupils' academic reports. To discuss progress grades. To write up all incidents involving tutees and inform relevant staff by email.
- To monitor the academic progress of all pupils in the tutor group, looking at the development of the whole child across the academic spectrum, using progress grades and standardised tests communicating concerns and discussing pupils regularly with the Deputy Head.

ADDITIONAL DUTIES

- To perform breaktime, lunchtime and evening duties as required.
- To organise and run clubs as required by all staff (inclusive of some Saturdays).
- To supervise pupils during assemblies.
- To assist with the organisation and running of trips and events when necessary.

PERSONAL ATTRIBUTES

- Educated to degree level in Art.
- To be a qualified teacher with QTS status.
- Experience of teaching Art at Key Stage 2 and 3.
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the pupils to learn.

PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

BEYOND THE CLASSROOM

To support the pupils use of the Art Department outside the classroom. Art and Art related topics are a regular feature across the wider school. All teachers at Swanbourne are expected to contribute fully to the extra-curricular life of the School.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

YOUR APPLICATION

DATE OF APPOINTMENT

January or April 2022

SALARY

Competitive

Please submit a cover letter and a completed application form to personnel@swanbourne.org

CONTRACT TYPE

Full time

REPORTS TO

Head of Science and Technology

DEADLINE FOR APPLICATIONS

Closing date: Monday 16 August 2021
Interviews: week commencing 23 August 2021



FOR ENQUIRIES ON YOUR
APPLICATION:
01296 720264
PERSONNEL@SWANBOURNE.ORG



SWANBOURNE HOUSE