

## Artist in Residence Job Description

*Required for September 2018*

### 1. About St George's

St George's is a girls' independent boarding and day school with approximately 300 pupils aged from 11 to 18 years old, about half of whom are boarders, and a Sixth Form of approximately 90 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association and is ISC accredited.

The school is less than 30 miles from London, is close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes, while Ascot station is less than a mile away.

### 2. Artist in Residence – with Pastoral duties

Reporting to the Deputy Head Pastoral, the Artist in Residence provides academic and pastoral support to pupils within the boarding community; working with Housemistresses to provide supervision of boarders during weekends and evenings and assisting the Art Department.

St George's has three boarding houses:

**Markham** accommodates pupils in Years 7-10.

**Knatchbull** accommodates pupils in Years 11 and 12.

**Loveday** accommodates Year 13.

There are ten resident members of Boarding Staff. The Deputy Head Pastoral is in overall charge and is assisted by three Housemistresses who lead a support team of Resident Tutors.

### 3. Job Description

The School is looking to appoint a graduate.

#### **Person Specification:**

The successful candidate must have a background or experience in an artistic discipline, with enthusiasm and imagination in a range of techniques. They must possess excellent communication skills when dealing with parents, pupils and other staff. The Artist in Residence will have a flexible and willing attitude to participate in the boarding life of the School and contribute to the extra-curricular activity programme. They must have the desire and ability to teach, with an aptitude for inspiring young people. They must be a role model whom girls can respect.

Ideally, the Resident Tutor will hold a First Aid qualification, appropriate training will be provided.

The following are the key tasks and responsibilities:

#### Academic responsibilities:

- Support the Art Department by undertaking classes designated by the Director of Art.
- Provide some evening and weekend art activities for boarders.
- Work on their own projects to inspire pupils within the school.
- Encourage pupils in their pursuit of Art, especially at GCSE and A level.
- Carrying out other duties as deemed appropriate by the Head of Art subject only to the provision that these duties shall fall within the general aim of the post.

#### Pastoral responsibilities:

- Supporting the Housemistress with the day-to-day routines ensuring the care of the pupils in the house.
- Communicating effectively with other staff and where appropriate, recording information within the daily information handover log.
- Promoting and safeguarding the welfare of pupils at the School; being fully conversant and compliant with the school's child protection policy and procedures.
- Providing advice and support for pupils concerning emotional, social or behavioural problems they might have; informing the Deputy Head Pastoral if any referral to outside agencies is required; fulfilling the requirements of the School's policy on Child protection.
- Compiling regular lists of pupils' weekend and travel arrangements and accompanying pupils on their weekend outings as required.
- Contributing to the programme of extra-curricular activities available to pupils at evenings and weekends.

- Attending Chapel, Staff meetings, departmental meetings and other School functions.
- Assisting with the preparation and closing of the boarding house in the periods prior to and at the end of each term.
- Supporting the School's disciplinary policy and, by encouragement and reward, foster an acceptance of the code of conduct of the School; informing the Deputy Head Pastoral in cases of breaches of School rules.
- Carrying out other duties as deemed appropriate by the Deputy Head Pastoral or the Headmistress, subject only to the provision that these duties shall fall within the general aim of the post.
- Participating in training courses, as required.

#### **Terms of service:**

1. **Start date:** September 2018.
2. **Salary:** £10,320 over the contract period (1 September 2018 to 4 July 2019) paid in eleven equal instalments, September to July inclusive.
3. **Hours of work:** This is a term time only position, however the Resident Tutor is also required to be available to attend INSET days and for periods prior to and at the end of terms. The hours of work during term time are varied and include weekends. The Resident Tutor will be entitled to at least 48 hours off per week in term time in addition to Exeat weekends, Easter, Christmas and half-term holidays.
4. **Pension:** the successful candidate will not be eligible to be auto-enrolled into the School's pension scheme at this time; should this change, notification will be given.
5. **Notice periods:** The notice period required by either side to terminate the employment during this fixed term contract will be two months.
6. **Accommodation:** A self-contained flat within the School is provided throughout the period of employment.
7. **Facilities:** Meals are provided free of charge on each working day in term time (when the kitchen is open). Meals must be taken in the dining room because part of the breakfast and supper duties will be to supervise and monitor the attendance of pupils. Members of staff can use the school's sports facilities at allocated times. There is free car parking on site.

#### **Disclosure and other pre-employment checks**

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available on request from the school ([office@stgeorges-ascot.org.uk](mailto:office@stgeorges-ascot.org.uk)). The supplied references will be taken up and the school may approach previous employers for information to verify

particular experience or qualifications. The successful candidate will be required to complete a medical questionnaire.

### **How to apply**

Letters of application together with the completed application form must reach the school by midday on **Wednesday 23 May 2018** and be posted to: **Mrs E Hewer, Headmistress, St George's School, Wells Lane, Ascot, SL5 7DZ**. Applications may be submitted by email to [headmistress@stgeorges-ascot.org.uk](mailto:headmistress@stgeorges-ascot.org.uk).

Any queries about this post may be made in the first instance to the Headmistress's PA, **Mrs Jacky Witt**, on 01344 629 904 or by email to [headmistress@stgeorges-ascot.org.uk](mailto:headmistress@stgeorges-ascot.org.uk)

Interviews will be held in Ascot during the week commencing **Monday 4 June 2018**.