



WEST BUCKLAND SCHOOL



Artist in Residence

This post presents an opportunity to join a well-established independent school set in the foothills of Exmoor and the North Devon coastline. West Buckland School is keen to promote the creative Arts and sponsor a young artist in their work.

The Artist in Residence position is a one-year fixed term appointment from Thursday 27th August 2020 to 4th July 2021. The Artist in Residence will be timetabled to assist the department during term time as needed however, the studio space and a small budget is designated for provision of resources for their personal use and artistic development. The studio space is used occasionally for other purposes.

Alongside this, the successful candidate will assist the Head of Art in the day to day delivery of Art to students and the Head of Boarding in the co-ordination of an extra-curricular programme of Art for the boarding community. The ability to work with pupils, parents and teachers is paramount and the successful candidate will possess good inter-personal, communication and IT skills.

The Artist in Residence will receive a salary of £8,500 for the contracted period and provided with free food, accommodation and use of the school's facilities.

Their duties include but not restricted to:

- be responsible for a number of technical aspects in the running of the department, to be discussed with the Head of Art
- attend a departmental meeting before the start of term to organise the term/year teaching plan, trips, student profiles, school community projects and anything else
- attend a weekly departmental meeting
- run Art clubs for students between 4:00pm – 5:00pm on two afternoons, one Prep school and one junior.

- provide additional advice and support to examination students by supervising prep time in the art studio and/or assisting in the boarding houses for up to two evenings a week.
- be required to assist within the boarding community being available as agreed over occasional weekend periods to assist with off-site activities including trips.
- run a boarder's art activity/course once per term.
- assist in marketing events such as Open Days
- produce a piece of work for the department to keep permanently
- have an exhibition of personal work and work done with pupils at the end of the year

There is a good departmental budget and the successful candidate will be allocated £750 for personal art equipment together with use of his/her own studio space.

During non-timetabled time, the Artist in Residence will work on his/her own work in the studio space provided, with full use of all the facilities in the department including the kiln and darkroom.

There will be timetabled contact with a range of year groups from Year 5 to Year 13. The Artist in Residence will contribute to department trips, exhibitions, speech day, open day and any other such activities.

This post would suit a graduate or artist who is looking to gain an insight into employment in an education setting. There will be opportunities to develop your own practice and to observe teaching in a range of subjects at both prep and senior level

We are able to offer accommodation; a single room in shared accommodation with all meals provided in the school dining hall, during term time. The successful applicant will be a salaried member of staff with an expectation that they will assist with duties in the boarding houses along with the evening and weekend extra-curricular activities program.

We may also, be in a position to offer the opportunity to attend various courses subject to funding availability.

There will be an induction training period between 27th, 28th August and 1st Sept 20 with term commencing on 2nd Sept 20. The formal contract will run between August 27th 2020 to July 4th 2021. Within this period, you will be afforded all published school holidays, other than where it is identified the Art Department are running trips, revision classes or delivering exhibitions. The working week will be 5 days in 7 with a number of working days over weekends to assist in delivery of Boarding activities. The salary will be £8,500 (before statutory deductions) for the duration of the contract paid in equal monthly installments across the contract, at the end of the working month. The individual is not required to reside on site outside of term time. The appointee will be required to agree to the terms and conditions for living in accommodation on a Boarding school site.

All newly appointed members of staff are expected to undergo checks by the Disclosure and Barring Service at enhanced level. The successful candidate will be asked to complete a confidential questionnaire, the results of which will be seen only by the school's Medical Officer. The Headmaster will be informed only of any medical factors which would make it inappropriate to confirm a candidate's appointment.

Child Protection

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

If you are not an existing employee of West Buckland School this post will require a cleared Enhanced Disclosure from the Disclosure & Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy Statement and Keeping Children Safe in Education 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 s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster. In addition, you will be required to adhere to the staff Code of Conduct at all times.

Health & Safety

The successful applicant will be required to comply with school Health & Safety Policy and additionally, with the Health & Safety requirements of the Department, be aware of the relevant Departmental Risk Assessments and associated COSHH documentation.

The appointee is required to comply with the Health & Safety requirements of the position which will be discussed within subsequent induction. There is an expectation that individuals will be required to manage the lifting, setting up and operating of standard art equipment. This may include the need to work on ladders (below 2m working height without appropriate training) and manual handling of equipment following any relevant training.

You are expected at all times to act loyally and in good faith and in the best interests of West Buckland School and to conduct yourself both on and off duty with due propriety and due regard for confidentiality. This particularly applies to the consumption of alcohol in the vicinity of the school, and in the towns of Barnstaple, South Molton and other localities, and to relationships with pupils.

Data Protection

The school is registered under the General Data Protection Regulations (2018) & Data Protection Act 1998. The information you supply when applying and or appointed will be held in electronic or paper format, dependent on your method of application, for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.

If you would like to discuss the position further, please liaise with the Head of Art, Mrs Amelia Morrison, at am@westbuckland.com to arrange an initial conversation.

Closing date for applications 15th April 2020, interviews will be held post this date.

Applications can be emailed to recruitment@westbuckland.com. Emailed applications are welcome, but please do not also send by mail. Postal applications to: HR(Recruitment), Bursary, West Buckland School, West Buckland, Barnstaple, EX32 0SX.

Interviews following receipt and review of individual applications will be arranged in line with mutual availability.