

# ST MARY'S SCHOOL ASCOT

## Job Description:

### Teacher of Art (full time)



St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** **Title.** Teacher of Art (with a specialism of textiles)
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of co-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)
4. **The Department**
  - The department consists of seven members of staff including the head of department.
  - The department is housed in a purpose-built art complex.
  - The department offers a wide range of art disciplines including painting, textiles, printed textiles, ceramics, printmaking, photography, history of art and graphics.
  - Trips are made to museums and galleries such as London and St Ives in Cornwall.
  - Art and Design is taught up to and including GCSE and A Level.
  - The department is well resourced.

In Years 7 to 9 pupils explore themes in painting, textiles, ceramics, and printmaking. The department follows the OCR syllabus for GCSE Art and Design and Edexcel Art & Design at A Level. GCSE is an option in Year 10 where pupils are entered for an endorsed or broad-based certificate. In the sixth form pupils have the option to choose to study fine art, textiles or photography.

#### 5. **The Appointment.**

We are seeking to appoint a teacher of Art and Design for September 2020. The post is full time and we welcome all applications from experienced or newly qualified teachers.

The person appointed should hold a good honours degree, and should preferably have gained, or be in the process of gaining, a PGCE.

#### **Responsibilities:**

- to plan lessons carefully according to the Key Stage 3 schemes of work and GCSE and

- A Level specifications, as appropriate;
- to help ensure that schemes of work are kept up to date and take responsibility for planning new schemes for KS3, GCSE and A Level, as appropriate;
- to keep efficient records of all lessons and study assignments and to set and mark study regularly;
- to assess and report on pupils' progress according to the systems and policies existing within the school, keeping strictly to deadlines;
- to keep up to date with developing the use of ICT in the classroom;
- to teach and support pupils of all abilities and provide appropriate levels of work for pupils with special educational needs;
- to help write and mark internal and entrance examinations;
- to accept responsibility for pupil welfare and discipline in lessons, within the framework of whole-school policies;
- to ensure that appropriate cover work is provided when absent;
- to attend weekly department meetings;
- to maintain an attractive and well-ordered environment, encouraging pupils' pride in their display of work;
- Overall planning and teaching of textiles from Year 7 to Sixth form.
- Organising the relevant teaching resources for textiles.
- Team teaching and planning projects for GCSE and A Level.
- Organising and accompanying pupils on art trips to museums and galleries.
- Organising the display of artwork around the school.
- Running after school study sessions for pupils.
- Marking pupils work and providing appropriate feedback.
- Completing reports on pupils in line with whole school policy.
- Promoting the profile of the subject in a wider school context.

### **Additional responsibilities**

- all members of staff are involved in co-curricular activities depending on interests and experience
- all full-time staff are on duty on two weekends and two evenings a term
- all members of staff attend relevant parent/staff meetings that take place on Friday afternoons
- all full-time members of staff attend six full days of INSET per year at the beginning of term
- most members of staff can expect to take charge of or assist with a tutor group
- all members of staff attend the annual Open Day and any other out of school social functions as required by the Headmistress.

### **7. Person Specification.** Candidates should possess the following essential skills:

- Excellent subject knowledge and a passion for art and textiles.

- The ability to communicate this discipline to our pupils with dynamism and creativity across the age and ability range.
- The ability to foster a warm and friendly environment in which to learn.
- Competent ICT skills, including working knowledge of Photoshop or similar software.
- The successful candidate will be a well qualified teacher of Art and Design to A Level.
- S/he must be able to work well within a team.
- S/he will be someone with a real enthusiasm for this popular subject who is able to motivate and challenge our articulate and questioning pupils.
- Our public examination results are excellent, so we are looking for an enthusiastic, creative and skilled practitioner to build upon this success.
- We are looking for a person with vision, drive and sound judgement.

8. **A Catholic School.** Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

9. **Conditions.**

Salary: Salary is paid according to the St Mary's scale.

Accommodation: The post is not residential.

10. **Applications.** A letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by 16 April 2020 to: Mrs Danuta Staunton, Headmistress, St Mary's School, Ascot SL5 9JF.

First interviews will be held at the school on 24 April 2020. Second interviews and observation to follow.