****



|  |  |  |
| --- | --- | --- |
| **Job Title:** | Resident Art Graduate  |
| **Hours:**  |  Full time , Term Time Only (including weekends) |
| **Status:**  | Fixed term for one year |
| **Responsible to:**  | Head of Art, Head of Faculty, Head of Boarding, House Parent |
| **Functional links with:** | All members of the department, academic staff, pastoral team, administrative functions across the school  |
|  |  |  |

**Job Purpose:**

1. To work alongside and support the Art staff in the delivery of all elements of the Art provision at Queen’s College, both in Senior and Prep
2. To be part of a team who are responsible for the supervision, welfare and development of the pupils in the Boarding House.

**Main duties and Key Responsibilities**

* Be a practising artist working on your projects whilst inspiring our pupils by letting them observe and discuss your work. Making this accessible for our pupils in years 3 up to year 13.
* To assist where required in the delivery of academic Art, including covering lessons where appropriate.
* To provide a higher performance programme of support for Art Scholars.
* Mentoring and encouraging our pupils to consider independent production of individual artworks.
* Organising enrichment activities for Art Pupils. For example, demonstrating new techniques or arranging trips to places of interest and supporting Co-curricular activities.
* To organise and stage an exhibition of Scholars' work, for example in a joint exhibition of Scholars’ and Resident Artist’s work. The timing and venue of the exhibition are to be decided and organised by the Resident Artist.
* To assist in the running of a two-hour workshop for junior pupils approximately two Saturdays per term (if required).
* To organise and lead regular group critique sessions with A Level pupils aiming to promote discussion and critical awareness of their own and each other’s work.
* To promote discussion and broaden awareness within the school, but particularly in examination classes about what art is, can be, and should be.
* Promote High Performance Learning skills and attitudes within the department.

**Boarding**

* Duties in the Boarding House including day time, evenings and weekends (as directed by the Head of Boarding)
* To provide co-curricular activities for the pupils in the Boarding House during the evenings and at weekends. This would include opening the Art Department for pupil practice at certain times
* To assist with boarders’ trips and with boarders’ airport shuttle at the start and end of each term

**Academic**

* To assist in lessons under the direction of the class teacher
* To supervise classes whose teacher is absent
* To accompany a number of school academic trips
* To be responsible for a tutor group

**Co-Curricular**

* To support elements of the school’s co-curricular programme

**Child Protection and Safeguarding**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**Date: April 2024**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.



**Qualifications/Experience**

* Degree or Relevant Experience
* GCSE Maths & English (Grade C or above)
* Experience of being part of an exhibition and/or organising one
* Previous experience of engaging and motivating people

**Skills/Abilities**

* Strong portfolio demonstrating a variety of skills and techniques
* Experience with technology or other subjects desirable but not essential
* Be a practising artist. Sympathy with the ethos and aims of the school
* Mentoring and the opportunity to assist with classroom teaching will be available. Working knowledge of Health and Safety.
* Organisational Skills

**Personal/Professional Qualities**

* Enthusiasm and passion for working in education
* Effective communication skills
* Ability to supervise groups of pupils under direction
* Excellent interpersonal skills
* Strong organisational skills

| **Signed ..............................................****Print name.....................................****Dated ...............................................***(Post holder)* | **Signed ..............................................****Print name  ......................................****Dated ...............................................***(Reference)*  |
| --- | --- |