



## JOB DESCRIPTION

<b>Job Title:</b>	Artist in Residence	<b>Department:</b>	Art & Boarding
<b>Hours of Work:</b>	Approximately 40 hours per week split between the Art department and boarding. <b>Fixed term- late August 2026 to early July 2027.</b>		
<b>Responsible To:</b>	Head Art & Head of Boarding	<b>Responsible For:</b>	N/A

### Summary of Role:

#### Art Department

To be an artistic and creative presence at Woldingham School, using the opportunity to continue your own practice and develop your work alongside pupils and staff. There is a designated studio, and you will have access to all facilities within the Art and Design Departments.

To support the Art Department in terms of technical support in a wide range of lessons and activities that occur throughout the week. You should possess the technical ability to provide support in a range of artistic disciplines such as painting, sculpture and computer graphics; and be prepared to learn about and support the methods and techniques with which you may not already be familiar.

#### **Duties and Responsibilities:**

- Running an 'Open Studio' in the Art Department and always being prepared to discuss own work with pupils and staff.
- Providing technical support in KS3 and KS4 lessons, additional support sessions and academic enrichment activities as required.
- Advise and encourage KS5 pupils on their work and portfolio preparation.
- Run KS3 Scholars club (in liaison with head of department)
- Run KS4 Scholars club (in liaison with head of department)
- Run KS3 Art club (in liaison with head of department)
- Support the setting up of exhibitions such as for GCSE and A Level.
- Support the setting up of artwork around the School.
- Create an artwork during their residency for the School to keep permanently.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the organisation.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

#### Boarding

Your boarding hours will be spent largely in one boarding house but you may work in more than one house if the need arises.

## **Weekdays**

Weekday boarding duties could include, but are not limited to:

- Wake up duty- this includes waking up boarders and supervising them at breakfast
- Supervising study sessions
- Providing admin support during the day to a house team
- Supper duty
- Evening duty- this includes supervision with study (homework), snack time, taking in electronics for overnight storage and bedtime routine in the year areas and in the dormitories, as well as any other duties (e.g. administration) which the Housemistress may request.
- Escorts- accompanying students to medical or other appointments.

You will work 2 regular weekly evening duties covering a time between 16:00 – bed with a break where appropriate and 2 regular morning wake up duties each week approx. 07:00 – 08:30. These duties also include 1 or 2 nights where you are 'on-call' from your own flat overnight in case of emergencies.

The remainder of your boarding work will be in supporting the Housemistress in administration for the boarding house and will likely be a further 3-4hrs per week during the school day around your hrs in Art.

## **Duty at the beginning and end of each term**

All staff must attend the Staff Conference days regardless of when they fall. In addition, Boarding Staff need to be available on the day the boarders arrive back to school (the day before lessons begin) to help set the house up and welcome the students back, or attend the airport as part of the meet and greet team as well as when the boarders leave to see them off safely.

## **Time Off**

You will have two days off each week, arranged to fit with the needs of the Art and Boarding Departments. These days will not necessarily be consecutive.

## **Terms and Benefits**

**Start Date:** Late August 2026

**Working hours:** This is a fixed term, term time only position; however, the Artist in Residence 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 may include weekends. The Artist in Residence will be entitled to a period off duty each week in term time in addition to school holidays.

**Salary:** £16,000 over 11 months.

**Accommodation:** A one-bedroom flat is provided throughout the period of employment, inclusive of all bills. Because this is a girls' Senior School and all accommodation is within the girls' boarding houses, we are required to appoint a female member of staff for this role.

**Pension:** Auto enrolled into the School's pension scheme, which includes life assurance.

**Lunch:** Complimentary meals, when on duty, in the Dining Room.

**Parking:** There is free parking on site.

**Gym and Pool:** There are staff sessions for use of these facilities.

**Fees:** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all the normal entrance requirements.

## PERSON SPECIFICATION

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Honours degree or equivalent experience in Art or an appropriate related discipline from a recognised university</li> </ul>	<ul style="list-style-type: none"> <li>Work experience within a particular Art-related field</li> <li>Master's degree in Art</li> <li>Boarding experience or previous experience working with children</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>A passion for Art and working with children in an education setting</li> <li>Ability to plan and organise workload efficiently and effectively</li> <li>Be able to show resilience, reliability, commitment and confidence</li> <li>A flexible and positive attitude is essential.</li> <li>Ability to work both in a team and independently.</li> <li>A sympathetic person, who is patient, even-tempered and calm when under pressure.</li> <li>An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands.</li> <li>A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to learn new skills and acquire new areas of knowledge</li> <li>Creation of exhibitions</li> <li>Support for Art Departments either in Schools or Universities</li> </ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>Portfolio evidence of a high quality of artistic work</li> <li>Secure technical knowledge</li> <li>Fully competent in the use of ICT, ideally Adobe Creative Cloud, MS Office and Teams</li> <li>Ability to motivate and enthuse pupils, and work collaboratively with colleagues</li> <li>Excellent oral and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Specific experience of technical support for a range of artistic disciplines</li> <li>Ability to contribute to the School's co-curricular programme and boarding weekend programme</li> </ul>
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>Committed to operating as part of the School community</li> <li>Committed to the Sacred Heart Values</li> <li>Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to contribute to whole school initiatives, and support school improvement programmes</li> </ul>
<b>Safeguarding and Pastoral</b>	

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS

- Understand the importance of safeguarding in a school environment