

# OSSL

OLD SWINFORD SERVICES LIMITED

## Artist in Residence

### Person Specification

The successful candidate will be able to demonstrate the following skills:

- Excellent interpersonal skills to help deliver high quality art activities and an ability to work with a range of age groups;
- Experience of delivering art activities to children;
- Show a commitment to CPD within the field of Art;
- An ability to think on their feet and organise and lead a range of suitable activities;
- Ability to support students in their learning;
- Good planning and organisational skills;
- Conscientious, reliable and enthusiastic;
- Ability to work independently and to be proactive either alone or as part of a team;
- Flexible attitude to work, willingness to work unsociable hours including evenings and weekend work;
- Displays commitment to the protection and safeguarding of children and young people.

### Job Specification

The Artist in Residence is expected to:

- To ensure that preparation is undertaken for all lessons and rooms are prepared ready for lessons;
- To act as classroom instructor for KS3 classes, and as and when required by the Subject leader of Art or a member of the SLT;
- To be a classroom assistant to large KS3 groups and assist with individual projects at KS4 and KS5.
- To assist other departments when requested by the Senior Leadership Team (SLT)
- To run co-curriculum clubs after school organised by the Assistant Head;
- To help prepare teaching materials required for project and examination work, and other materials that may be required from time to time;
- To unpack deliveries and maintain order in the store cupboards and art rooms;
- To assist in maintaining a safe environment in the art rooms.
- To undertake appropriate training with regard to health and safety and any other areas that may be relevant to the role;
- To help record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and Risk assessment for the safe use of any equipment or materials;
- To assist staff and students with work, including printing images, photocopying, arranging displays, photographing or scanning work and preparation of materials;
- To be responsible for keeping tidy all art materials, and tidying up after lessons;
- To assist with the organisation and administration of Art Department school trips;
- To accompany the weekend activity programme when required;
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact with;
- To undertake such other duties as the Headmaster or Subject Leader of Art may from time to time reasonably require.

In addition, the Artist in Residence is responsible to the Housemaster of the appointed house and is expected to provide supervision as a Residential Boarding Tutor. As an Artist in Residence you are expected to live in your accommodation when the school is in session.

The Residential Boarding Tutor shall assist the designated Housemaster in the routine operation of the boarding house and be responsible for the good order and discipline of the house at all times when on duty. S/he shall take an interest in the welfare and progress of all the students in the house and support the house as appropriate in-house activities, house competitions and the like. S/he shall take responsibility as a pastoral tutor for students in the house. The Residential Boarding Tutor shall undertake all duties in accordance with the National Minimum Standards for Boarding Schools.

Main Boarding Duties will include:

- Attend House Assemblies;
- Undertake weekday House duties at least one day per week as part of a weekly rota. This shall include but not be limited to:
  - Taking House registration in the morning and afternoon as required by the Housemaster;
  - Being on duty in the house in time for the formal start of Prep until the end of duty at 11.00 pm unless otherwise agreed with the relevant Housemaster;
  - Supervising Breakfast, Tea and Supper in the Dining Hall on the House Duty Week as part of the Duty Rota.
- Undertake weekend house duties on at least as part of a termly rota. This shall include but not be limited to:
  - Being on duty in the house during the allocated sessions as agreed with the Housemaster;
  - The Sunday duties being occasionally double shifted (8.30am to 6.30pm)
  - Help cover Outweekend Duties when the House is on Duty;
  - The supervision of the dining hall for meal times is the responsibility of the Duty House Housemaster and his tutor team during the weekend with the support of the Senior Duty Team.
- To contribute to the House Audit Plan;
- Take an interest in the welfare and progress of all the students in the house and support the house as appropriate in supporting house activities and house competitions;
- Provide duty cover in the house when requested in the absence of the Housemaster and/or Matron;
- To run co-curriculum clubs
- To assist with the weekend activity programme when required;
- To assist with Matron duties when requested;
- To assist with Boarding House Open Evenings or other similar events;
- Lead or supervise at least one extra-curricular activity under the direction of the SLT;

Suitability to Work with Children

Old Swinford Services Limited is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.