



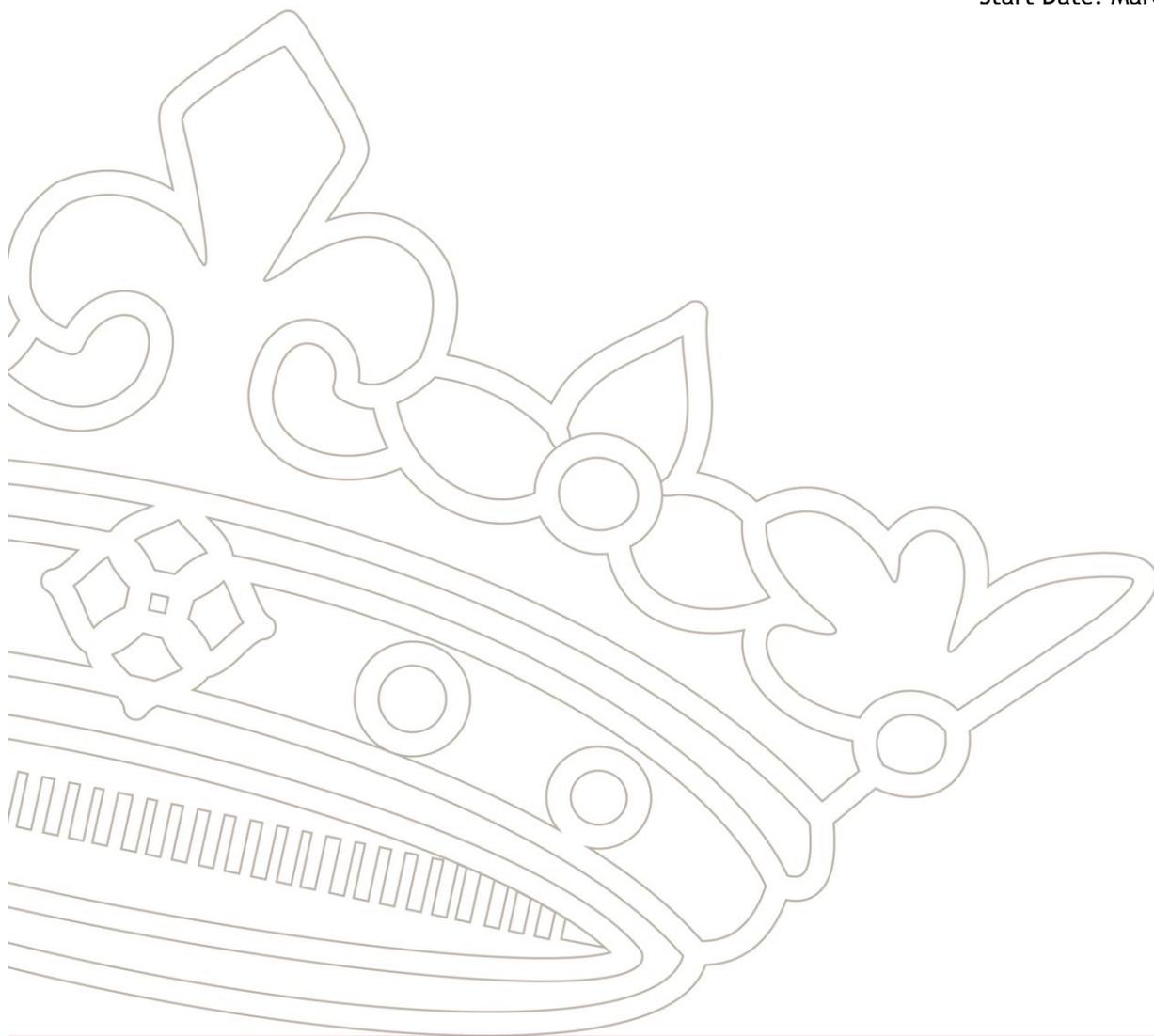
PRINCE'S MEAD SCHOOL

Head of Art (Maternity Cover)

Application Deadline: Monday 24th September 2018

Interview From: Tuesday 9th October 2018

Start Date: March 2019





Background

Prince's Mead is a thriving independent preparatory day school for 220 boys and girls set in a beautiful site in Winchester, Hampshire. The school is a forward-thinking yet traditional school with a strong family ethos and an excellent reputation. Housed in an impressive Georgian building, with spectacular and panoramic views over the Itchen Valley, the School offers an imaginative, all-round education. An exciting new Dining Hall and classroom block will be completed in May 2019 which will further enhance the existing range of outstanding facilities and opportunities at Prince's Mead.

Prince's Mead offers an exciting opportunity to lead the Art Department during a period of maternity cover. The successful candidate will have a passion for Art, be able to enthuse and inspire children, and develop the curriculum in this key subject.

The school recognises the importance of creating the right work/ life balance, of nurturing and developing staff, and creating a community. A competitive salary and package is on offer.



About the School

Amid these exceptional surroundings, the energy and vibrancy of Prince's Mead radiates from the unusually large classrooms, immaculate outdoor facilities and sizeable playing fields beyond.

The proximity to the City of Winchester and its cultural, historic and musical offerings, coupled with the freedom offered by the remarkable space of the School's enviable setting, give staff an inspirational environment to deliver inspirational teaching.

The School prides itself on being a harmonious community in which the values of tolerance, loyalty and understanding have their place alongside the pursuit of academic, sporting and cultural success. The importance of family to this community and to each child's educational journey at the School is evident through the close involvement of parents and grandparents in all aspects of School life.

Prince's Mead has a Christian foundation and teaches children about the importance of Christianity in an ever-changing world, while recognising and teaching the value of other world faiths and cultural differences.

The success of this commitment is evidenced in impressive results to the leading senior schools across the country including, for example: Bedales, Blundell's, Cheltenham Ladies' College, Downe House, Godolphin, King Edward VI, Millfield, Port Regis, St Mary's Calne, St Swithun's, and Wycombe Abbey. Pupils also go on to secondary schools within the Maintained sector, including: Amery Hill in Alton, Kings' School and The Westgate School in Winchester, Perins in Alresford, and Test Valley in Stockbridge.

Last year, Year 6 leavers were honoured with Academic, Art, Drama and Sports scholarships and exhibitions to some of these schools.



Art at Prince's Mead

Art is highly valued at Prince's Mead and taught from Reception to Year 6 by a specialist Art teacher in an inspirational Art Room one of the largest spaces in the heart of the school. Each year the children have opportunities to draw, paint, print, create 3D art and collages and work with textiles.

The kiln, housed in an underground pump house, has added a new dimension to the Art Department's capabilities; the children have been involved in projects such as their very own ceramic poppy project, which coincided with the Tower of London installation.

Great pride is taken in the creative work produced by the children and it is displayed beautifully throughout the School.

Job Description: Head of Art Department

This job description should not be seen as prescriptive or exhaustive, but aims to give an overview encompassing the key areas of responsibility. The emphasis will be on using leadership and management skills to make things happen and it is expected that many of these responsibilities will be delegated to and shared with relevant colleagues.

In summary, and in no particular order of importance, the key responsibilities are:

The Head of the Art Department is responsible for the running of this key area of school life. At Prince's Mead we value the artistic input of all our pupils, we celebrate their achievements by displaying their work all around the school, we encourage them to discuss and share their ideas and we believe in creating an environment where each individual is valued and encouraged.

The Head of the Art Department should have high expectations of all pupils within the school. He/she should motivate and enthuse the children by example.

Administrative Responsibilities

To order all appropriate materials and maintain a comprehensive inventory.

To manage the Art Department budget.

To prepare the Departmental Development Plan - reflecting school priorities, aims and objectives.

To participate, when necessary, in working parties which might not be related to Art.

To organise departmental meetings, minutes, etc.



Display

The Head of Art is responsible for displays in most public areas of the school. He/she offers guidance to colleagues with regard to display and display materials.

Academic Responsibilities

To plan and update schemes of work.

To keeping abreast of educational developments.

To organise departmental assessment.

To maintain discipline in the classroom.

To be accountable for pupils' performance in public examinations where pupils are being entered for Art scholarships.

To liaise with form teachers and with the Head of Learning Support and STA Co-ordinator, regarding some of the pupils within each class. To take into account the needs of children who need learning support and also those that have special talents and abilities when planning and delivering the art curriculum.

To liaise with all other staff members.

Staffing Issues

To offer appropriate leadership within the Department.

To help with the professional development of staff involved in art teaching within the school.

To monitor performance and provide accurate reports for reference, promotion and succession planning purposes, evaluation and review, etc.

Teaching

To prepare and thoroughly plan all lessons.

To display relevant subject expertise.

To manage and organise the classroom effectively.

To use a variety of teaching styles.

To be proficient in the use of information communication technology.

To have sound communication and presentation skills.

To evaluate, review and monitor work in the Department.



To plan successful differentiation for a wide range of pupil ability.

To mark, assess, record and report appropriately.

To contribute to the moral and spiritual development of the children.

General Issues

To attend whole school staff meetings.

To prepare written reports when required, either for transfer purposes or for reporting to parents.

To carry out any other duties as directed by the Headmaster, as would reasonably be expected in the role of Head of the Art Department.

Prince's Mead School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced Disclosure and Barring Service check, sight of original qualification certificates, satisfactory references and a medical.



The Application Process

Interviews will normally involve an interview, tour of the school and a lesson to pupils. No further details will be given to candidates selected for this process until arrival at the school.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Applications will only be accepted from candidates completing the enclosed Application Form in full with an accompanying photograph.

The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau and Prohibition Order check if relevant.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Children's Safeguarding Operation Unit.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

References will be requested before interview unless there is a valid reason not to do so.

All candidates invited to interview must bring documents confirming any professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.



All candidates invited to interview must also bring with them three forms of identification. Either three from Group A or two from Group A and one from Group B:

Group A

- A current driving licence together with paper licence
- A passport
- A full birth certificate
- Marriage certificate (if applicable)

Group B

- A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photographs or certified copies are not sufficient. Pre-Appointment Checks Any offer to a successful candidate will be conditional upon:

- Verification of identity and qualifications
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of the successful completion of a statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Satisfactory completion of the probationary period.