

### **JOB DESCRIPTION/PERSON SPECIFICATION**

Title: Apprentice Artist	Pay Scale: £18,000 - £22,000
	Term time only
Reports to: Artist in Residence/Art leader	Supervises: N/A
<p>Objective of Role:</p> <p>To provide assistance to the Artist-in-residence in providing a high quality art education programme at Manorfield Primary School and Gorsefield Rural Studies Centre, giving all children in the school/setting the opportunity to develop skills and knowledge in art and through art.</p>	
<p><b>Responsibilities and tasks</b></p> <p>Teaching &amp; Learning/Curriculum:</p> <ul style="list-style-type: none"> <li>• Direct teaching of small groups of children (demonstrating art teaching to other adults).</li> <li>• Direct teaching and supporting the delivery of art lessons with pupils, parents and staff.</li> <li>• To work in partnership with teachers and others to develop learning around and through art in its widest context that maximises the benefits for pupils.</li> <li>• To run therapeutic art groups for children with SEMH (Social Emotional and Mental Health needs) in conjunction with the SENCO and class teachers.</li> <li>• To lead when necessary and otherwise assist in the delivery of art lessons.</li> <li>• To liaise with staff with regard to material / genre / stimulus choice, resources, and materials required</li> <li>• To develop children's vocabulary through art related activities</li> <li>• To help set up and oversee art related nurture groups for children with high social emotional and behaviour needs.</li> </ul> <p>Resources and equipment:</p> <ul style="list-style-type: none"> <li>• To support with purchasing, maintaining and organising resources and ensure that Health and Safety, Risk Assessments, planned maintenance and necessary record keeping and documentation are in place at all times.</li> <li>• To support the design and development of teaching art spaces</li> </ul> <p>General admin:</p> <ul style="list-style-type: none"> <li>• Liaise with staff with regard to art teaching plans including the organisation required for delivering art sessions/lessons</li> <li>• Produce reports and make recommendations as required.</li> </ul> <p>Other duties:</p> <ul style="list-style-type: none"> <li>• General Art Support</li> <li>• Undertake admin and general maintenance tasks at both Manorfield Primary School and Gorsefield Rural Studies Centre</li> </ul> <p>The post-holder will be expected to undertake any other task consistent with the post that may be required from time to time as directed by school senior leadership.</p>	

**Essential Criteria:**

**QUALIFICATIONS**

- Good level of literacy and numeracy skills. Ideally equivalent to GCSE C or above
- Art related qualification (ideally equivalent to at least A-Level pass)

**EXPERIENCE**

- Experience of creating own art in either a paid or unpaid capacity
- Some experience of working with children or young people in any capacity
- Demonstrable evidence of taking a highly organised and efficient approach to managing tasks
- Working in a team environment to achieve success

**KNOWLEDGE & SKILLS**

- Knowledge of Art within the National Curriculum
- Knowledge of a range of art processes and techniques
- Competent IT skills
- Exposure and awareness of equal opportunities policies and practices - The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

**Desirable Criteria:**

**QUALIFICATIONS**

- An Art related degree
- First Aid certificate (or commitment to undergo training)

**EXPERIENCE**

- Experience working with children and/or young people in a school environment
- Experience of living/working in a multi-cultural environment
- Experience of working with community groups of all ages and abilities.
- Experience of working with Art education.

**KNOWLEDGE**

- Knowledge of e-safety

**Personal Qualities:**

- Good interpersonal skills
- Ability to communicate politely and efficiently
- Ability to work successfully as a team member establishing effective working relationships and flexible working practices
- Ability to work under pressure in a constantly changing and demanding environment
- Proven literacy, numeracy and communication skills

- Good level of spoken English
- Ability to organise own workload to meet deadlines
- Ability to be flexible
- Ability to undertake practical art and general maintenance tasks
- Commitment to child protection, safeguarding issues and legislation.
- Confidentiality - discretion on sensitive matters
- Honesty and integrity
- Good punctuality and attendance
- Friendly, personable approach

Applicants will be assessed against the ESSENTIAL and the DESIRABLE CRITERIA. If you wish to apply for this position, please ensure your application **clearly outlines** how you fulfil the essential criteria and the desirable criteria.

We will only be contacting candidates that we would like to progress to the 2<sup>nd</sup> stage of the selection process. If you have not been contacted by (DATE) please assume that on this occasion that we have identified candidates that match our requirements more closely.

If invited to interview, a portfolio of your own work and other projects relevant to the post would be beneficial to prepare in order to discuss at the interview.

2<sup>nd</sup> Stage Interviews will take place on (DATE)