



Lady Margaret School

Art and Display Technician

Application Pack





Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Art and Display Technician at Lady Margaret School.

Founded 104 years ago, the school has a proud and successful heritage in educating girls. We wish to appoint an Art and Display Technician, to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, our results are consistently excellent and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community, supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage.

Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson
Headteacher



Part-time Art and Display Technician

Required for September 2022

Term Time Only, 39 weeks, 14.4 hours per week

Scale 5: £27,009—£28,497 per annum (Actual Salary £9,072—£9,572 per annum)

We are delighted that you have taken an interest in our Art and Display Technician vacancy: This is an exciting opportunity to join a successful school with a friendly and supportive staff.

About Lady Margaret School

Lady Margaret School is a Church of England academy for girls aged 11-18 situated on Parsons Green in West London. Established in September 1917, there are currently 784 girls on roll, of whom 186 are in the Sixth Form. It is an outstandingly successful school in welcoming girls of all academic abilities and ensuring that they achieve their full potential. Its success is based on a culture of high expectations and aspirations, excellent standards of teaching and a strong commitment to its Christian ethos. However, it remains an inclusive school and girls from other faiths or those who have no religious beliefs at all are welcomed.

Our exam results reflect the hard work of our students and staff. In 2021, 93% of our girls attained GCSE English and Mathematics at grades 9-4. At A Level, our results are consistently outstanding, with high numbers of girls progressing to a wide range of Higher Education courses. In 2021 78.6% of grades were A*-B. Students at LMS have an excellent record of securing places at top universities.

About the Role

We are looking for a committed and enthusiastic Art & Display Technician to support our busy Art Department from September 2022. You will also maintain and present all department displays and exhibitions across the school. The successful candidate will use his or her initiative and enjoy working as part of a team. You will be responsible for the organisation of materials and students' work, and will engage with students by supporting their ideas and helping them to use materials effectively. You will also take pride in maintaining a tidy and organised department.

What you can expect from us

- A supportive school that has staff Well-being at its core
- Enthusiastic and engaged students and a culture of high aspirations
- Excellent career progression opportunities in addition to the high quality CPD which is part of our established systems for staff support and development
- A comprehensive benefits package including pension, employee assistance programme and Cyclescheme
- A convenient location served by excellent transport links, close to local amenities and green spaces.

Closing date for applications: Monday, 4th July at 9.00am

Interviews will be held on: Wednesday, 6th July 2022

How to apply: Please click on the 'Quick Apply' button on our TES listing to fill out an online application form. Alternatively, visit our website to complete our own application form:

<https://ladymargaret.lbhf.sch.uk/our-school/vacancies>



Lady Margaret School Art Department

At present, Art at LMS is taught by one part-time and two full-time teachers. We also have a part-time History of Art specialist. It is important to us that we each maintain our own artistic specialism and are able to utilise our knowledge as professional artists in our role as teachers. We also have a part-time technician whose specialism is painting and who is also responsible for displays around the school.

The department has high expectations of all the students and has been recognised as a 'Flagship Department' within the school. Each year our students achieve outstanding results. We are dedicated to ensuring our students are taught a strong technical skill base at Key Stage 3 so that they are able to create artwork which is challenging, innovative and relevant.

At Key Stage 3 we have over-arching schemes of work covering sculpture, painting and printmaking. Students are taught in groups of 25 at KS3 and have two 50 minute lessons each week. We have three groups of GCSE students who have three 50 minute lessons per fortnight.

We currently use the Edexcel examination board and offer Fine Art at GCSE and A Level. The Art department is a unique and inspiring space; we have five art classrooms including a dedicated oil painting studio with easels, a room of large scale screen printing tables and three Key Stage 3 classrooms which are used by all art teachers. Our studio space affords our students the opportunity to create large scale, ambitious paintings and drawings and would be ideal for a candidate who has experience in this area.

In addition the department also includes a History of Art room, a resources room with dedicated Art library for Sixth Form students and several storage areas. We have access to Photoshop software in the main school ICT suite.

The Head of Art is responsible for all students who apply to Art Foundation courses including portfolio preparation and references. All of the students who have applied to foundation courses have received offers from prestigious institutions such as Kingston University, Central Saint Martins, CCW, UCA and the Royal Drawing School amongst others.



Lady Margaret School Art Department

Department Style

We believe it is essential that students are given the opportunity to visit galleries and exhibitions to see artwork and we are fortunate to be able to access a wealth of galleries within a short tube-journey. Each year we take every year group to an exhibition and invite speakers into the school to give our students insight into professional creative careers.

We work collaboratively and share our methods and materials. We believe it is important that all members of the department contribute ideas and resources and are encouraged to write schemes of work to keep our students inspired and excited. We are ambitious, hardworking and passionate about Art. We like to encourage students to use of a variety of media to allow students to create individual, courageous, often large-scale art work with their own style. We find it important that students work from primary source, use their own photography and take strong inspiration from the work of other artists. Every year we hang two exhibitions of a professional standard to celebrate the work of all GCSE and A Level students.

The department has an open-door policy and we offer a good range of extra-curricular activities including life drawing at Key Stage 4 and 5, GCSE Oil painting club, lunch-time homework support sessions and an Art-based KS3 Activities Week.

We are part of the Royal Academy's AttRAct scheme which offers Year 12 students opportunities for mentorship and additional CPD for members of the department. Students enter their work to the Royal Academy A Level online exhibition, and you can view our students' work on their website.

We wish to maintain the high standards and success of the department and encourage a stimulating and impressive visual culture within the school.



Job Description — Art and Display Technician

Job Title: Art and Display Technician

Reports to: Head of Art

Responsible for: Supporting the Art Department

Start date: September 2022

Salary: Scale 5: £27,009—£28,497 per annum (actual salary £9,072—£9,572 per annum)

Disclosure level: Enhanced

Routine Responsibilities:

- Maintaining all art materials in each of the five art rooms
- General tidying of all art rooms
- Managing all ordering of stock and maintaining stock cupboards
- Following the schemes of work for each year group in order to help staff and prepare the materials needed for lessons in advance
- Helping all art staff on a day to day basis with materials for lessons
- Supporting students at lunchtimes and after school to make their art work
- Tidying and organising the books and materials in the students' art resource room
- Managing and cleaning the oil painting studio
- Putting up display work for all departments in the school (in consultation with Heads of Department)

Other Responsibilities:

- Changing the display of students' art work around the department and school
- Cleaning, de-greasing, exposing and developing screens for screen printing as needed
- Servicing the screen printing tables and registration bars
- Cutting fabric and other materials for printing and painting surfaces
- Making and dismantling the still life collections
- Organising and maintaining resources and art work storage
- Hanging the GCSE and A level shows with guidance from the Head of Art and other art teachers
- Photocopying, printing labels for display, etc
- Making slide shows, researching exhibitions, etc
- Accompanying school trips to art galleries



Additional Information for Applicants

Safeguarding

Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Successful candidates are required to undertake an enhanced Disclosure and Barring Service check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.
- It is a criminal offence for barred individuals to seek or undertake work with children.
- In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

Referees

Two references will be sought for candidates invited to interview. It is our policy to obtain references prior to interview, if you have concerns regarding this please contact us.

- The first reference must be from your present or most recent employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference must be that employer.
- We are unable to accept references from anyone acting solely in the capacity of a friend or relative.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- If you have worked with any of the employers you have listed above for less than 24 months, please add an additional referee (*this appears on the TES application form*)

Thank you for your application. Applications may not always be acknowledged, however we aim to advise non-shortlisted applicants of the outcome within a reasonable period after the closing date. Where a large number of applications is received this may not be possible, and if you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful.