

Head of Art (Maternity Cover)

Job Description



**Queen Margaret's
School for Girls**

Escrick Park, York

Queen Margaret's School for Girls

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,
A family of learning and belonging,
In a truly inspirational setting.

We are somewhere each and every girl can thrive,
Where they'll be happy and healthy,
Grow their knowledge, skills and confidence,
And make friends for life.

Somewhere that's the bedrock for success,
Opens up opportunities and possibilities,
Inspires them to forge their own future,
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,
To realise their potential,
To become the best women they can be,
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

Working at QM

We employ around 170 staff, with over 60 teachers and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site. We operate our own salary scale and all staff contribute to a pension scheme. During term time (in normal times) meals are provided when you are on duty. Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

Job Description

Job Title: Head of Art (Maternity Cover)

Reporting to: Senior Deputy Head

With purpose-built Art studios, photographic screen-printing facilities, a professional standard photography studio, full Adobe digital editing suite and a large kiln, the Art Department is extremely well equipped. This allows students to experiment with a broad range of media and find their personal strengths; we are proud of the fact there is no house style. The Art subjects are very popular with our cohort who gain from Fine Art and Textiles at Key Stage 3 and 4, with Photography and Graphic Communication becoming additional options for students at Key Stage 5. All are strongly supported by the girls and each year girls go on to Art Foundation and associated courses at leading universities as well as other prestigious placements such as the Royal Drawing School. The annual Art Exhibition that is mounted in time for Speech Day is a highlight of the school's cultural calendar.

The Head of Art will report to the Senior Deputy Head. They will:

1. Provide support, leadership and example to members of the Department. Line manage three part-time Art Teachers, and manage the Art Technician on their daily and termly duties including stock take and health and safety of the department.
2. Manage all aspects of the Department's teaching including selection of the most suitable specification, preparation and update of schemes of work, preparation of all assessment materials (including internal examinations) and liaise with the Bursar regarding budget requirements.
3. Liaise with colleagues in other key areas of the school ensuring that all members of the team are aware of the individual needs of the girls and devise suitable lesson plans to accommodate those needs.
4. Prepare girls for future pathways including university entrance.
5. Organise weekly Departmental meetings to encompass all aspects of Departmental practice from basic administrative tasks to innovative aspects of teaching and learning.
6. Use appropriate data to track the progress of students and inform teaching and learning.
7. Monitor and evaluate the work of the team through, for example, lesson observation and work scrutiny.
8. Engage in strategic planning, maintaining an awareness of other school activities and priorities.
9. Provide and support enrichment opportunities for girls throughout the school and, where applicable, trips to support the educational values of the Department, ensuring the preparation of appropriate risk assessments in compliance with school policies.
10. Annually prepare a report that covers all Departmental achievements and development goals and participate in the school's Staff Development process.
11. Contribute to the promotion of the school and its aims, support of school policies and whole school events.
12. Teach approximately 22 hours per week and perform all duties associated with that teaching and act as a Personal Tutor to about eight girls (the Teacher Job Description is included below, where that Job Description is inconsistent with the provisions in this section, those in this section shall prevail).
13. Select and mentor Art Scholars.
14. Lead on the end of year Art exhibition for Speech Day.
15. Work with the Marketing Department on projects which use student artwork for publication - Christmas Cards, Student Planners, Speech Day Programme, event invitations.
16. Perform other such reasonable duties as required by the Head or Senior Deputy Head.
17. Be aware of the school's Safeguarding Policy and how to contact the Designated Safeguarding Lead (DSL).

Teacher Job Description

1. Appointment

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.

2. Line Management

The Teacher reports to the appropriate Head of Department on all matters. The Teacher may be allocated specific responsibilities within the Department, eg leadership of a particular course, activity or club.

3. Teaching

A full-time teacher is expected to teach approximately 22 hours each week. A teacher is required to participate in a rota of cover for absent colleagues and to aim to cover Departmental lessons from within the Department as far as is possible and if appropriate.

4. Outside the classroom

The teacher is expected to make a significant contribution to the extracurricular life of the school and to carry out duties in line with the school's policy in this regard – this currently involves a full-time teacher in the delivery of circa seven duties in an academic year. Such duties might include supervising Private Study, assisting with the running of a House by attending events and dinners, running clubs, organising travel plans or escorting girls to the station.

5. Committees

The Teacher shall attend regular Department meetings and represent the Department from time to time on school committees. They should also attend staff briefing and staff meetings.

6. Assembly and Chapel

The Teacher shall be present, wherever possible and regardless of non-contact time, at all full school gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

7. Plan of Day, Diary and Bulletin

The Teacher shall be aware of the school's plan of the day, term dates (including training days) and calendar entries, as detailed on the school website and refer to the regular bulletin updates.

8. Professional Development and Review

The Teacher shall participate fully in the school's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

9. Parents' Meetings

The Teacher shall attend parents' meetings and conferences regardless of whether they occur at times when the teacher would not normally be in school.

10. Mentoring

The Teacher will be allocated a Mentor (another member of teaching staff) with whom they should aim to meet regularly to discuss their work and role within the school. The Senior Deputy Head will also be available to listen to concerns and be ready to give active and/or moral support.

11. Parental Contacts

The Teacher shall write reports for girls, as instructed by the Head of Department, following School and Departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

12. Rewards and Sanctions

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the school policy.

13. Conduct

The Teacher shall be aware of and adhere to the school's Staff Code of Conduct.

14. Marketing

The Teacher, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside school. It is hoped that the Teacher will offer ideas, through their Department or to the External Relations team, regarding the marketing of QM.

15. Inspection

The Teacher shall be prepared for inspection, either by the Senior Deputy Head or external inspectorate, by reviewing and understanding school policies, updating lesson plans and documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

16. Tutorial System

The Teacher may be allocated a number of tutees, with whom they should meet each week. The Teacher shall keep records of the tutorials and attend year group meetings with other Tutors, as requested by the Senior Tutor (see 'Tutor: Job Description').

17. Request for Absence

The Teacher shall make any request for absence during term time through the electronic absence form on the VLE. This is automatically sent to the Senior Deputy Head, who will make consistent and transparent judgements based upon the best interest of the girls and the school. Sufficient notice must be given. If the Teacher is unable to come into school due to illness or other reason he/she should email staffabsence@queenmargarets.com before 08:00 on the day of absence outlining the reason for absence with the cover work provided, where possible.

18. Salary and Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of such pension scheme as the school may operate from time to time.

19. Meals

Food and refreshments are provided during term time during the hours of duties when girls are in school.

20. School Fees Remission

An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's, at the discretion of the Head.

21. General Duties

The Teacher should have an interest in and willingness to support all school activities and should be available to listen to girls and to deal promptly with concerns and difficulties.

22. Safeguarding and Child Protection

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the school's Safeguarding policies and procedures at all times. Staff members must be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to the DSL or DDSL as appropriate.

23. Health and Safety

All staff at Queen Margaret's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the school's internal ticketing system.

24. Equality and Diversity

Staff at Queen Margaret's are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

25. Promoting British Values

Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of school life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

26. Data Protection

All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the school, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the school, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

27. Policy Awareness

All staff are required to be aware of the school's policies and procedures from time to time which are set out in detail in the Red Book on the VLE.

28. Notice

The Teacher is required to provide one full term's notice to terminate their employment.

Person Specification

Qualifications	A good degree	Essential
	A good degree in Fine Art	Desirable
	A PGCE	Desirable
Qualities	Demonstrable leadership skills or readiness to assume a leadership role	Essential
	A creative, inspirational and enthusiastic teacher	Essential
	A genuine desire to develop girls to their fullest potential	Essential
	Demonstrably self-reliant, resilient and adaptable	Essential
	Evidence of the ability and willingness to contribute outside the classroom	Essential
	Willingness to commit to and foster the values and ethos of the school	Essential
Skills, Knowledge and Experience	A successful Sixth Form record at A Level	Essential
	Able to teach Graphics and Photography at A Level	Essential
	High levels of competence in the use of ICT (inc. Adobe software suite) for teaching and administration.	Essential

	Technical DSLR camera skills	Essential
	Experience of designing successful programmes of work across the Art curriculum that allow for teacher interpretation	Desirable
	Have extensive experience marking and standardising Art subjects at GCSE and A Level	Desirable
	Experience across a variety of education settings	Desirable
	Have a good base of knowledge of the history of art	Desirable
	A commitment to safeguarding and promoting the welfare of children	Essential

Benefits of Working at QM

- Outstanding setting in a rural location
- Friendly staff team
- Free meals during working hours
- Free onsite parking
- Small class sizes
- Death in Service benefit
- Free staff swimming sessions on site

How to Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: recruitment@queenmargarets.com.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.