



POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack
Art & Design Co-ordinator
October 2025





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

Strategic Education Vision 2020-2026



The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community

ETHOS AND VALUES

A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

AIMS

We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

STRATEGIC OBJECTIVES

Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

Generous Pension Scheme – We offer competitive employer contribution rates for all staff

Death in Service Benefit – 3 times salary or last 12 months salary for casual workers

Discounted School Tuition Fees for permanent staff - with the option to spread payments over 12 months

Discounted Gym Membership - Francis Scaife Leisure Centre (Pocklington)

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Smart Health – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

On-site Gym and Swimming Pool

Free Lunch in term time

Free Staff Room Refreshments – in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

Enhanced Sick Pay Arrangements – detailed within the Absences from Work Policy, also to be found on the Extranet

Annualised Pay where possible – allowing for easy home budgeting

Winter car lights & tyre testing – organised by the Transport Team each January

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking

Free library services – including holiday book loans

HMRC:

Cycle to Work scheme - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Art Co-ordinator

Responsible To: Head of Prep School

Staff Responsible For: N/A

Salary: to be discussed at interview, dependent upon skills and experience



Job Advert

Part Time Art & Design Co-ordinator

0.5 FTE working Mondays, Tuesdays and Wednesdays

Pocklington Prep School is a wonderful place to work. We are a supportive, kind and caring team who enjoy what we do and seek to support all those around us. We offer a pleasant working environment, with small class sizes and an outstanding pastoral provision.

An enthusiastic and talented classroom practitioner is required to join our family-focused and thriving Prep School 12 miles East of York. With a strong sense of teamwork and common purpose, we seek to motivate and stretch all pupils, whilst allowing every child to achieve to the best of their ability.

This is a fantastic opportunity for someone who has the vision to lead the delivery of an inclusive and engaging Art & Design curriculum in our purpose-designed Art Studio. You'll spark creativity and imagination as you teach Art & Design to curious young minds aged 4 to 11 and take learning beyond the classroom through inspiring extra-curricular activities, projects and experiences.

For an informal chat about the post please contact Ms Suzy Ward, Head of Prep School on 01759 321228.

Start Date: 7th January 2026, Closing Date: 27th October, Interviews: 31st October

We reserve the right to bring forward the closing date should we receive exceptionally strong applications, therefore, we would like to encourage interested candidates to apply as soon as possible.

Please apply via My New Term <https://mynewterm.com/school/Pocklington-School/118132>

At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best.

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

PREP SCHOOL ART & DESIGN CO-ORDINATOR

Reporting To:

Head of Prep School

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

October 2025

POCKLINGTON SCHOOL FOUNDATION

Key Tasks and Responsibilities

Teaching and Learning

- Plan and prepare a program of study to meet the needs and interests of the students.
- Establish and communicate clear learning objectives.
- Develop age-appropriate instructional strategies to achieve the art and design curriculum goals.
- Demonstrate and assist students to use different techniques and media to develop art and design works aligned to their artistic abilities.
- Inform students about cultural and historical influences on art ensuring the curriculum reflects diversity in all its forms.
- Provide instruction that encourages students to understand and appreciate art.
- Encourage students to express their own personalities and thoughts through the creative process.
- Use formal and informal assessment to support students so that they can reflect on their learning, identify progress made and set targets for improvement.
- Review the effectiveness of their teaching, planning and assessment, refining approaches where necessary.
- Provide students and parents/guardians with accurate and constructive feedback on attainment, progress and areas for future development through reports and parents' evenings.
- Motivate and encourage all pupils within a safe and purposeful learning environment.
- Keep a record of attendance and follow up any notable absences
- Manage students' behaviour appropriately by ensuring that any disciplinary measures are carried out in line with the school policy and in a calm and objective manner.
- Promote pupils' self-control, independence and cooperation through development of their social, emotional and behavioural skills.

Learning Environment

- Create a classroom environment that is conducive to learning and is age-appropriate.
- Show students how to properly use and care for materials, tools and equipment.
- Monitor and maintain classroom inventory.
- Plan and present art displays in the classroom and around the wider school.

Team Working and Collaboration

- Support the school in extending learning outside the classroom.
- Share resources and ideas with colleagues to develop good practice.
- Attend staff meetings, INSET and briefings as required.
- Attend the school Open Mornings.

Pastoral Responsibilities

- Staff should be sensitive to the needs of all pupils and be able to act when guidance or support is needed in order to help a pupil who is experiencing personal difficulties.
- Maintain an up-to-date knowledge of the requirements of school policies e.g. Child Protection Policy, Behaviour, Anti-Bullying, Use of Force (Restraint) and Physical Contact, ICT and Cyberbullying, Equality and Diversity.
- Boarding is an integral part of school life and all staff should have an understanding of how the boarding community operates. Support in boarding, although not compulsory, is always appreciated.

Professional Attributes and Expectations

- Be able to lead the art department with independence and autonomy.
- Be confident in running a department as the sole member, skilled in overseeing aspects such as budget management, colleague liaison and support children with SEND.
- Establish a fair, respectful and supportive relationship with pupils ensuring they achieve their potential.
- Communicate effectively with, and be courteous towards, pupils, parents and colleagues.
- Evaluate teaching and whole school commitment through meeting the expectations of the annual Professional Review and Development scheme.
- Maintain professional standards in demeanour and dress.
- Arrive to work in plenty of time before the beginning of the school day; begin and end all lessons promptly.
- To meet all deadlines required e.g. Reporting and Assessment.
- To attend parents' evenings, Prize Giving, Open Days and other events as required by the Head of Prep School
- To carry out vigilant supervision duties* as directed to ensure that pupil behaviour around the school is of the expected standard.
- To assist in cover for absent colleagues*
- To uphold the School Rules.
- All staff must be familiar with the required actions and responsibilities in terms of safeguarding children and should be prepared to question unauthorised adults on the school site.

*Proportional to timetable commitment

Extra-curricular Activities

A reasonable level of involvement with sport or other activities is expected in lunchtimes, after school or at other times. All staff are expected to make a significant contribution to the extra-curricular life of the school.

Health and Safety

- All staff are responsible to the Assistant Head (Co-Curricular) for the health and safety of those in their charge, whether in or outside school premises.
- In addition, all staff must ensure that they:
 - Have read, and are conversant with, the School's Health and Safety Policy
 - Conduct risk assessments for all activities unless they are following a safe system of work
 - Report all accidents/incidents so that they can be properly investigated
 - Brief all pupils on relevant health and safety rules, procedures and issues

Person Specification

	Essential criteria	Desirable criteria	How measured
Experience	• Experience of teaching Art and Design in a 4 – 11 school	• Experience of teaching KS1 and KS2	Application form and interview
Education and Training	• Graduate • Qualified Teacher Status • Commitment to ongoing personal development and training • Awareness of National Curriculum requirements for art and design	• An additional qualification in the teaching of art and design, for example a Masters degree	Application form
Skills and knowledge	• The ability to offer outstanding teaching at EYFS, KS1 and KS2 • Outstanding primary practitioner • Good communication skills • Good organisational skills • Ability to command respect of pupils • Ability to work within a team as well as independently	• Ability to train others in the delivery of certain aspects of the art and design curriculum • Experience of implementing a new art and design curriculum	Application form, lesson observation and interview
Personal attributes	• Enthusiasm • A flexible approach • An appreciation of the wider life of the school • Excellent classroom practitioner • Caring and open personality • Interested in own professional development • Have initiative, innovation and enthusiasm • Willingness to be fully involved in the co-curricular life of the school	• Awareness of current thinking in education • Willingness to be involved in the life of the boarding community • Flexible approach to working environment	Application form, lesson observation and interview

Recruitment Timetable

Closing Date: 9am 27th October, however we may bring forward the closing date should we receive exceptionally strong applications, therefore, we would like to encourage interested candidates to apply as soon as possible.

Expected Interview Date: 31st October 2025

Expected Start Date: 7th January 2026

Please apply online using the mynewterm applicant tracking system
<https://mynewterm.com>

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy
<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

