



# Felsted

## FELSTED SCHOOL JOB DESCRIPTION Artist in Residence

### **The Role**

**Accountable to: Head of Departmentg**

As an Artist in Residence, the successful candidate would be based full-time within the Art Department, developing their own personal practice and providing creative enrichment to our students. The post holder will be required to exercise his or her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below. To carry out any tasks within the job holders skill and ability.

### **Role Responsibilities** (illustrative, not exhaustive, list):

- To inspire and energise pupils at Felsted, supporting the Art scholars and the department in delivering innovative art-based learning by producing their own work within the Art School
- To deliver a small number of lessons for a range of ages, under direction, and with support of the class teacher
- To provide skilled technical support within the department
- To act as a 'Teaching Assistant' within the Art department for lessons specified by the Head of Art
- To contribute to the clubs and activities programme in the department including weekly life drawing classes
- To help with ordering, stock control and management of materials
- To provide cover in the department and across the school as and when necessary
- To attend INSET and staff meetings
- Tutorial and boarding house duties
- To assist with school social events, activities and trips
- Any other reasonable ad-hoc duties as requested

### **Skills, Knowledge and Experience**

#### **Essential:**

1. Hold relevant degree qualification in Art or hold an equivalent qualification
2. Good organisational skills with the ability to work to deadlines
3. Practise and maintain high academic and creative standards
4. Able to be proactive, reliable and able to demonstrate initiative within the busy life of the department.
5. Understand and commit to the Safeguarding of Children
6. Promote positive working relationships

#### **Desirable:**

7. Previous experience of teaching and working with groups or leading practical workshops
8. Previous experience of working with children and young people

### **Reward and Recognition**

- Workshop space would available for the development of own work
- Employer and employee contributory pension scheme (4% matched contribution)

- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

### **Terms of Employment**

- Fixed-term contract until 26 August 2026 until 25 August 2027
- Full-time, term-time contract (34 weeks per year)
- Hours of work between 8:20am and 6:00pm, Monday to Saturday
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Accommodation may be available, and should be discussed at interview
- Probationary period of 6 months
- Competitive salary
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_