



## **JOB DESCRIPTION**

*Downside School*

**Post Title:** Artist in Residence

**Faculty:** Art and Design

**Location:** Stratton on the Fosse

**Reports to:** Head of Art

**Date of Issue:** May 2025

**The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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### **Role Summary**

To be an artistic and creative presence at Downside School, using the opportunity to continue your own practice and develop your work alongside pupils and staff. There is a designated studio and you will have access to all facilities within the Art and Design Departments.

To support the Art Department in terms of technical support in a wide range of lessons and activities that occur throughout the week. You should possess the technical ability to provide support in a range of artistic disciplines such as painting, sculpture and computer graphics and be prepared to learn about and support, methods, and techniques with which you may not already be familiar.

The equivalent of one and a half full days in a seven-day week will be 'protected' time to enable you to continue your own practice.

### **Duties and Responsibilities**

The following list is not exhaustive but the post holders' principal responsibilities are:

- Running an 'Open Studio' in the Art Department and always being prepared to discuss own work with pupils and staff.
- Providing technical support in KS3 and KS4 lessons, additional support sessions and academic enrichment activities as required.
- Advise and encourage KS5 pupils on their work and portfolio preparation.
- Set up and take down the art studio for life drawing.

- Open Art Department once a week during prep (7.30-9.00pm) for pupils and on Sunday afternoons (1.00-5.00pm).
- Help with Junior Activities during the week.
- Support the setting up of exhibitions such as for GCSE and A Level.
- Support the setting up of artwork around the School.
- Create an artwork during their residency for the School to keep permanently.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of the Organisation.

## **Review**

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
<b>Qualifications</b>	Honours degree or equivalent experience in Art or an appropriate related discipline from a recognised university	Work experience within a particular Art-related field  Master's degree in Art	Application
<b>Knowledge &amp; Skills</b>	Portfolio evidence of a high quality of artistic work  Secure technical knowledge  Fully competent in the use of ICT (including remote learning), ideally Adobe Creative Cloud, MS Office, and Teams  Ability to motivate and enthuse pupils, and work collaboratively with colleagues  Ability to prioritise and be well organised  Excellent oral and written communication skills	Specific experience of technical support for a range of artistic disciplines  Artistic skills not current in the Art and Design faculty at present  Ability to contribute to the School's co-curricular programme	Application/ Interview
<b>Experience</b>	Ability to plan and organise workload efficiently and effectively  Work with children/young people in a School  Experience of working in a team and able to work flexibly to support the department	Creation of exhibitions  Support for Art Departments either in schools or universities	Application/ Interview
<b>Personal competencies and qualities</b>	A passion for Art and working with children in an educational setting	Willingness to learn new skills and acquire new areas of knowledge	

	<p>An appreciation of the catholic Benedictine ethos and values of the School</p> <p>Resilience, reliability, commitment, and confidence</p> <p>Both independent and a team player, capable of creating innovative ideas and implementing them</p> <p>A flexible approach with the ability to multi-task in a fast pace environment</p>	<p>Understand the importance of safeguarding in a School environment</p>	
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