



# CUMNOR HOUSE SUSSEX



## HEAD OF ART

September 2021

Cumnor House Sussex is looking for an inspirational, ambitious and successful Head of Art to run our already outstanding Art Department. Cumnor House is a school rightly known for the warmth and strength of its community, the breadth and depth of its educational provision, and its positive and supportive culture, all of which is encapsulated in our motto, "Aim High, Be Kind, Dare to be Different".

We have a very strong reputation for art, and a history of securing numerous awards, prizes and scholarships over many years. We are seeking a **full-time artist/qualified teacher** with the experience and imagination to make the most of our talented pupils, excellent facilities and beautiful grounds, while contributing to the wider Cumnor Community.

### Description of Role

**Reporting:** Director of Co-Curricular and Routines (DoCR); Deputy Head (Pastoral)

---

**Overarching responsibilities:** The Head of the Art (HoA) is expected to make the subject central to the life of the school as a whole as much as within the Art Studio; to work in cooperation and communication with the Art Assistant, other teachers and the DoCR ensuring an outstanding program and provision for all pupils, including cross-curricular activities.

## **Principal Duties:**

The statement of duties and responsibilities covered by the latest Cumnor House Prep Teacher job description should be taken as a starting point in describing the duties of the HoA who has additional responsibilities as follows:

### **Management:**

- Organise the Art Department and its syllabus (from 7-13 years);
- Organise a timetable for the use of the Art Studio by Art Scholars and other groups;
- Be responsible for the delegation of work to the Art Assistant;
- Ensure tidiness and order in the Art Studio and maintain its resources at a high standard.

### **Administration:**

- Keep abreast of the requirements of the subject in terms of Scholarship and the National Curriculum;
- Produce and annually update a Departmental Handbook and Development plan;
- Attend Heads of Department meetings;
- Produce and maintain a scheme of work for the teaching of the subject at Cumnor;
- This scheme of work should be an accessible, practical working document. It should refer to the syllabus, assessment, use of ICT and SEN requirements, cross-curricular opportunities and presentation;
- Maintain policy guidelines on all aspects of the teaching of the subject;
- Be responsible, with the DoCR, for putting together a termly 'Arts Programme';

### **Promotion of Excellence:**

- Encourage an interest in and love of Art in all children in the school;
- Be aware of developments and advances in the teaching of the Art;
- Prepare children for Scholarship assessments in liaison with Senior Schools' Heads of Art;
- Encourage pupils to exhibit their work and to enter external competitions, festivals, or exhibitions.
- Organise and plan regular in-school exhibitions for all year groups;
- Promote and encourage excellence, thereby developing confidence through improvement and success through lessons, trips and exhibitions;
- Encourage and promote talented pupils;
- Foster and maintain links with external organisations to provide a broad range of opportunities;

### **Finance:**

- In communication with the Head of Finance, manage the Art Department budget within agreed limits;

### **Links and Marketing:**

- Prepare a brief résumé of each term's syllabus for publication on the school's website;
- Act as a stimulus for artistic events inside and outside the school;
- Prepare pieces for the school magazine and for exhibition around the school.

### **Health and Safety:**

- Ensure that risk assessments (e.g. for off-site trips) are undertaken where required.
- Maintain own medical and safeguarding certificates, according to School policy;
- With the Art Assistant, attend INSET or other Health & Safety or Safeguarding training as required by the School.

### **Safeguarding Responsibilities include:**

- Safeguard and promote the welfare of children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- All staff must act in accordance with the School's Safeguarding & Child Protection Policies

### **Hours of work:**

The Head of Art is a full-time position in the Prep School. All Prep Teachers are expected to be available to work from 8am to 6pm during term time, which includes up to 3 days before and after each term, and to be available for occasional evenings (e.g. Parent Evenings) and some weekends (3 Saturday Activity mornings per term). There are also other whole-school events, such as Sports Day, which may occasionally occur at the weekend or at other times out of the normal School day. In addition, Heads of Department should expect to work beyond the school day when required.

## **Desirable Qualities and Experience**

- A good degree in Fine Art or other relevant Art degree
- Qualified Teacher Status is essential
- Skill in planning and teaching inspiring lessons across age and ability ranges
- Proven ability to inspire, encourage and teach pupils effectively
- Sensitivity to the needs of all pupils and an ability to adapt teaching methods
- Excellent organisational skills and the ability to delegate to the Art Assistant
- Confidence in nurturing Scholarship candidates to meet or exceed expectations of senior schools
- Willingness to share outstanding practice with other staff
- Share a creative and enthusiastic approach to cross-curricular opportunities
- Clear practical vision of the future of the Art Department
- Willingness to contribute to the wider Prep School curriculum and community
- Ability to communicate warmly, positively and authentically with parents about their child's progress and potential
- Maintain a positive, flexible and good-humoured approach
- Consistently exhibit high standards of conduct including punctuality, professional appearance and discretion
- Empathy with the Cumnor principles, and the ethos and aims of independent education.

## **Holidays, Remuneration and Benefits**

- Cumnor is in a position to offer an outstanding remuneration package, in line with experience and qualifications, and this will be discussed at interview.
- Substantial remission on fees for Staff children attending the School or Nursery
- Generous contributory pension scheme
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Occupational sick pay scheme

## Application Process and Safeguarding

To apply, please complete our application form (which can be found on our website) and submit it with a covering letter by **Friday 20th May to [hr@cumnor.co.uk](mailto:hr@cumnor.co.uk)**

Interviews of selected applicants will be held the following week, with a view to a decision being made by 27th May, and would involve a visit to the School. We reserve the right to make an appointment at any time prior to the closing date. If you would like to make enquiries, please call **Teresa Mockridge on 01825 790347.**

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.

### **Cumnor Principles**

*“Aim High, Be Kind and Dare to be Different”*

1. **Children First:** The happiness and well-being of each child is of paramount importance; in all decision-making, the impact upon children is considered first. We are ambitious for every child in our care. Children are offered a fully rounded education within a community that values the concept of childhood.
2. **Care is Widespread:** Cumnor is non-selective and both embraces and supports a diversity of interest, ability, background and outcome. We aim to be sympathetic, empathetic and professional in our relationship with children, staff and parents.
3. **Community Values:** We act in partnership with other school communities – both state and independent. We keep in mind our local community as well as wider environmental issues and encourage children in similar thinking. Old Cumnorians are seen as a valued part of our community.
4. **Communication Matters:** We seek to communicate clearly and without favour, respecting and valuing the opinion of others.
5. **Core Strength:** We aim for the highest standards of professional performance and behaviour supported by these principles. We seek to develop ourselves through appraisal and CPD to be excellent teachers.