



## **Candidate Brief for the position of Part Time Teacher of Art (Maternity Cover) from September 2021**



### **Mayfield School**

Mayfield is a vibrant, happy and successful independent Catholic boarding and day school for girls aged 11 to 18. Founded in 1872, the School is set within 75 acres of beautiful Sussex countryside, conveniently located just outside Royal Tunbridge Wells, within an hour of central London by train and with easy access to Gatwick and Heathrow airports.

Mayfield is successful in unlocking and developing the unique potential and talent of each girl in an inspiring learning environment. A Mayfield education combines academic excellence, breadth of opportunity and exceptional pastoral care. One of the School's greatest strengths is its proven ability to unlock and develop the unique potential and talent of each girl in an inspiring learning environment. There are currently 400 pupils in the School of which almost half are boarders.

The School enjoys excellent facilities, including an award-winning Sixth Form Centre; a specialist Science Centre; internationally renowned creative arts teaching and learning facilities; an indoor swimming pool; a Technology Suite and a first-class Equestrian Centre on campus.

### **School Ethos**

The vision of Mayfield's founder, Cornelia Connelly, to educate young women to respond to the needs of the age remains central to the School's education philosophy today. We are committed to helping each girl discover and develop her unique talents, to be herself and to make that self the best it can be. Our Catholic heritage, which remains fundamental to the life of the School and provides a moral and spiritual framework for daily life, encourages integrity, generosity, compassion and courage within an inclusive community, which welcomes all. The School's motto 'Actions Not Words' is embodied in our voluntary service programme, which promotes a spirit of personal and social responsibility.

## **Mayfield's Aims and Objectives**

The School aims to achieve its vision by:

- Offering a wide range of opportunities to encourage equally the spiritual, intellectual, creative, physical and emotional development of each pupil
- Creating a distinctive environment in which the experience of living together enhances the lives of all pupils and staff
- Fostering a vibrant community for those of the Catholic and other faith traditions where worship is integral to the life of the School and each is encouraged to serve God and other people
- Providing a stimulating and creative curriculum that fosters academic excellence
- Enabling each member of the School community, resident or non-resident, actively to support and contribute to the shared values of the School
- Encouraging in each pupil a sense of achievement and the confidence to make a difference in a demanding and constantly changing world

Mayfield encourages equally the intellectual, creative, physical, emotional and spiritual development of each pupil. Every girl is accepted for who she is and we instil in her the confidence to find her strengths and build on them. Whilst Maths and Science are amongst our most popular and successful subjects at A Level, we have a first class reputation for creativity and excel in the creative and performing arts.

Academic study is complemented with a rich and diverse variety of activities beyond the classroom. With everything from dance to debating, drama to music and a full programme of sporting opportunities including cricket, fencing and top class equestrian facilities on campus, girls are challenged and supported to realise their full potential, thereby endowing them with a lifelong love of learning and the opportunity to grow as individuals.

Mayfield girls progress to prestigious universities including Oxford and Cambridge, and increasingly to the US and Europe, to study a wide range of subjects. Just as important as academic success, girls leave Mayfield with enduring friendships, open minds, strength of character and the lifelong support of a global community. The values, skills, aspiration and resilience we nurture in the girls prepares them to respond to the opportunities and challenges of the 21<sup>st</sup> century and to make a positive difference in the world.





### **Benefits of working at Mayfield.**

Mayfield is a warm and welcoming school community. Small class sizes with girls who are keen to learn enables a level of trust and partnership between students and staff to emerge. The school has a generous budget for professional development enabling all teachers to enhance their teaching skills and academic areas of interest. The Coffee Staff room provides an area for relaxation away from the girls, where tea and coffee making facilities are available, along with a supply of morning break cakes and biscuits. The School's own catering team provides a complimentary lunch with a variety of healthy and nutritious options available, although an on site cafe is also available for staff to purchase additional snacks or barista coffee if required. Staff also benefit from on-site parking, free use of the School indoor swimming pool and fitness suite as well as opportunities to join in staff sessions in things like Yoga or Modern Greek lessons!

Whilst many staff commute to work from the surrounding areas, around thirty members of staff live in School accommodation within Mayfield. Mayfield is a small vibrant village, with a regular bus service and excellent train links to central London from the nearby villages of Wadhurst and Crowborough, or Tunbridge Wells. There is also easy access to the picturesque South Downs and Sussex coastline. Mayfield has a strong active local community with a wide range of events ranging from a slow film festival to an annual carnival. Along the high street are a comprehensive range of independent shops, pubs and cafes. Services in the village also include a doctor's surgery, dentist, pharmacy and a primary and pre-school.

### **Support for NQTs and Initial Teacher Training (ITT): Teaching Apprenticeship Programme**

NQTs are supported in their first year by a Subject Mentor and will follow a programme of induction and development overseen by the Director of Studies and regulated by Istip.

For graduates without formal teaching experience there is the potential to provide a Teaching Apprenticeship route to gain Qualified Teacher Status. To be eligible for the Teaching Apprenticeship route, the applicant must have lived in the UK for the three years immediately prior to the start of the training programme. They must also have a UK university degree indicated on the UCAS site or a recognised equivalent qualification (if these are from overseas an NARIC statement is also needed) relevant to their proposed subject area. A Grade C or above in GCSE English and Mathematics (or equivalent qualification) are also required.

The School works in partnership with the training provider eQualitas to provide a one year Teaching Apprenticeship Programme (TAP) which combines work with practical, on and off-the-job, training and study in order to gain the skills, knowledge and behaviours needed to be fully competent classroom teachers. The training programme is a mixture of:

- Independent, distance learning by the trainee based on the learning resources on the eQualitas VLE
- Courses for trainees, provided by eQualitas and eQualitas tutor support visits
- In school training by Mayfield School staff, including a placement in another school that offers a contrasting experience.

## **The Art Department at Mayfield School**

Art at Mayfield is a vital and enriching subject within the school curriculum. We encourage the girls to be adventurous, confident, innovative and ambitious in their creative endeavour. Students develop their independence through creative thinking, analytical reasoning and problem solving. The course structure teaches the students to take risks, experiment, articulate the meaning behind their work, and make informed decisions - all of which are vital skills for life and careers in the modern world.

The Art Department consists of three art specialists who teach in three fully equipped and well resourced studios. We have a designated library, textile area and photography studio, all rooms have access to computers with Creative Cloud software as well as scanners and printers. The photography room is set up with digital SLR cameras, a photographic sweep, studio lighting, A1 ink jet printer and a newly purpose-built darkroom. We also have a tented extension which provides individual working spaces for Sixth Form students. In the summer term we celebrate the wonderful achievements of our students in the form of a Creative Arts exhibition and private view. Together with our experienced part-time technician, we provide a highly stimulating working environment where pupils can work with understanding and yet still be challenged and extended to fulfil their creative potential.

From Year 7 through to A Level we offer our students the opportunity to think for themselves in a creative capacity, discovering personal strengths and developing an informed understanding of the creative process. Students work their way through a series of projects and practical workshops, experimenting with a wealth of media across different disciplines, exploring both traditional and contemporary approaches, creating two and three dimensional outcomes. These materials include oil paint, gouache, acrylic, water colour, charcoal, ink, fabric, threads, wire construction, jewellery, Modroc, collage, photography, digital manipulation, and various print making techniques.

At GCSE and A Level, students follow the Edexcel Art, Craft and Design syllabus. This course allows students to work across four key disciplines, Drawing and Painting, Fine Art Textiles, Three Dimensional Form/ Sculpture, and Photography with Digital Manipulation. All Examination students select their own themes to research and develop, exploring the different disciplines first, before specialising in their chosen two. Students receive regular one to one tutorials to guide them through their self-directed projects. We achieve excellent examination results every year, in 2019, 48% of our GCSE Art students were awarded grades 8 or 9 and 100% achieved grades 6-9. At A Level 91% of our candidates achieved grades A/ A\* and 100% of our students achieved grades B-A\*.

All students utilise the afterschool workshops to develop and extend their art practice. We run a number of Saturday workshops throughout the year that offer a range of opportunities including oil painting, photography with Photoshop, mixed media, silk painting and wire work alongside examination workshops to enable students to complete a range of outcomes. Trips to galleries, museums and visiting artists provide vital inspiration and experience for students to see original artwork first-hand, and to learn from professional art practitioners.

Over half of our A Level students go on to study Art at Degree level, pursuing a range of disciplines including Architecture, Fine Art, Graphic Design, Fashion, Illustration, Animation, Interior Design and Foundation courses at some of the top universities including UAL, Ruskin Oxford, St Martins, Kingston, UCL, Leeds, Bournemouth and Edinburgh.

## **Job Description for a Part Time Teacher of Art**

Teachers at Mayfield School are required to have a good degree in a relevant discipline and possess strong subject knowledge: academic staff can expect to teach across the age range of 11-18. All staff at Mayfield School are expected to maintain the highest standards of behaviour: they should be familiar with and actively support the Holy Child Ethos of the School and the Cornelian Principles and uphold the basic principles outlined in the DfE Teachers' Standards. An appreciation of and commitment to the value of education for girls is essential.

This role reports to the Head of Art. Successful candidates will be expected:

### **In the Art Department to**

- Be committed to Mayfield's Catholic ethos of placing learning at the heart of a broad curriculum to educate the whole person
- Promote a love of your subject and encourage girls to look beyond the confines of public examinations and make links between subjects
- Have the ability and confidence to teach able students and support weaker girls.
- Set high standards and encourage all girls to achieve their full potential.
- Keep your own knowledge and skills up to date, by self-critical analysis and by regular attendance at appropriate inset or training courses.
- Embrace creativity in the classroom and in all aspects of School life
- Set and mark study, providing clear feedback to girls as to how they can improve.
- Communicate appropriately and effectively with parents, tutors or heads of school on a pupil's development and progress.
- Assist the School in monitoring pupil performance including tracking, staff and parent meetings etc.
- Attend departmental meetings and play an active role in departmental discussion and curriculum development including contributing to schemes of work within the department.
- Participate in the setting and marking of internal and external examinations.
- Contribute and support departmental revision sessions and clinics.
- As part of the part time timetable teaching allocation deliver three Extra Curricular Activity Art workshops (ECA) per week (Monday to Thursday from 4.45pm to 6pm) so that students can complete their study and explore new ways of working.
- Support the Art department by assisting with three Saturday practical workshops per term for GCSE, A Level, Scholar and G & T students.
- Take an active role in tutorials across relevant year groups as well as supporting A Level students apply to art foundation and degree courses and preparing online portfolios.

### **Contribute proactively to the wider life of the School**

- Actively support the Catholic, Holy Child ethos of the School and be familiar with and contribute to the Cornelian philosophy and principles.
- Contribute to the broader Mayfield educational provision in a way which builds on your talents and expertise.
- Be involved in wider educational activities which help develop the diverse talents of girls: equipping them for leadership and service; programmes including 'Actions not Words', DofE, etc.
- Be involved in extra-curricular activities which could include trips, sports, music, drama, clubs or societies.
- Carry out such duties as are allocated by the Deputy Head or other SMT colleagues, including study supervision, lunch duties, cover for absent colleagues and examination invigilation.
- Contribute to the boarding community by being involved in Saturday afternoon activities on six Saturdays across the School year (or equivalent).
- Be committed to the pastoral care of pupils whether as a tutor, boarding tutor or in other roles, including attending weekly assemblies and liturgies (including Mass) and Inter-House competitions.

- Illustrate the ability and desire to promote Mayfield in the wider community.
- Maintain high standards of ethics and behaviour especially with regard to attendance and punctuality.
- Adhere to school policies and procedures including professional conduct, Safeguarding and Child Protection guidelines.
- Carry out any other reasonable request of the Headmistress.

All staff are expected to promote safeguarding and child protection as a fundamental part of their role and will be supported in this respect by ongoing professional development.

### **Application Process**

Mayfield School has its own application form, which is available via the website. Applications should be supported with a covering letter, explaining how you see yourself contributing to the Mayfield School community.

We offer excellent working conditions in an outstanding environment. Mayfield has its own generous pay scale and the salary package for this position will reflect the qualifications and experience of the successful candidate. All staff are expected to contribute to the extra-curricular programme.

For further information please visit our website [www.mayfieldgirls.org/vacancies](http://www.mayfieldgirls.org/vacancies) where you can access our requisite application form. Ms K Brennan Head of HR by e-mail for further details and our requisite application form. [hr@mayfieldgirls.org](mailto:hr@mayfieldgirls.org).

The School is an equal opportunities employer.

The successful applicant will be required to undertake an enhanced DBS check.







## Mayfield School

### Teacher of Mathematics – Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>▪ Ability and confidence to teach able students and support weaker girls</li> <li>▪ Ability to teach across the full age range of the school</li> <li>▪ Use of a variety of teaching and learning styles</li> <li>▪ Understanding of the importance of assessment and aspiration in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in teaching Photography and digital manipulation</li> <li>▪ Experience in teaching printmaking</li> <li>▪ Experience of GCSE and A Level examination and coursework / controlled assessment marking and moderation</li> <li>▪ Interest in curriculum development</li> </ul>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>▪ A good degree in Art or in a related discipline</li> </ul>	<ul style="list-style-type: none"> <li>▪ PGCE or equivalent</li> </ul>
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>▪ Awareness of practical strategies to motivate learners and raise achievement</li> <li>▪ Good ICT skills</li> <li>▪ Good literacy skills (written and spoken English)</li> <li>▪ Ability to support A Level students applying to Art Foundation/ Degree courses with Online portfolios</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teaching experience across the age and ability range of the School</li> <li>▪ Interested in application of ICT skills to learning and teaching of Art</li> <li>▪ Awareness of developments in Art Education</li> </ul>
DISPOSITION	<ul style="list-style-type: none"> <li>▪ Enthusiastic and motivated</li> <li>▪ Highly organised</li> <li>▪ Creative and a good problem-solver</li> <li>▪ A commitment to and interest in the wellbeing, support and achievement of girls</li> <li>▪ A team player</li> <li>▪ Independent thinker</li> </ul>	<ul style="list-style-type: none"> <li>▪ To be positive about the need for innovation and change</li> <li>▪ Reflective on good practice with a willingness to seek continuous improvement</li> <li>▪ Ability to work under pressure</li> </ul>
INTERESTS	<ul style="list-style-type: none"> <li>▪ The potential to offer something extra to the School and its students to enhance the girls' learning outside the classroom</li> <li>▪ Willingness to contribute to the extra-curricular programme of the School</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willingness to contribute to the Art Scholar and G&amp; T programme</li> </ul>
ETHOS	<ul style="list-style-type: none"> <li>▪ Commitment to the Catholic ethos of the School</li> <li>▪ A sense of excitement about teaching and working with young people</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a boarding environment and/or Catholic education</li> </ul>

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