



**Candidate Brief for the position of
Part Time Art Technician (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. Described by the Independent Schools Inspectorate as "outstanding" and by Country Life as "one of the finest schools in the land", a Mayfield education combines academic excellence, breadth of opportunity and exceptional pastoral care. There are currently 367 pupils in the School of which 155 are full 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. We have a proud reputation for high academic achievement, exceptional pastoral care and a wide range of high quality extra-curricular activities.

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.

The School

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 21st century and to make a positive difference in the world.

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





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. 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 Part Time Art Technician

Job Title: Art Technician
Department: Art Department
Responsible to: Head of Art



PURPOSE OF THE ROLE:

- Be responsible to the Head of Art for providing technician services to the Art Department and related elements of the curriculum
- Ensuring that appropriate support is provided for lessons within the Art Department on a daily basis.
- Provide support for extracurricular activities within the department, summer exhibition and other outreach events requiring art equipment and preparation.
- Be responsible for promoting the Art Department by the appropriate hanging of art and framed work throughout the school.

MAIN DUTIES AND RESPONSIBILITIES:

Provision of Practical Requirements

- Prepare art materials, equipment, paper etc for practical lessons and afterschool workshops in the Art Department across all key stages.
- General administrative tasks, such as scanning work and sketchbooks, photocopying and helping to prepare teaching resources.
- Organise safe storage of student work
- Set up, and on occasions carry out demonstrations for staff, or in lessons.
- Retrieve and clear away art materials when needed. Overseeing the preparation required for oil painting – cleaning system for brushes and safe disposal of related chemicals such as turpentine
- Classroom management of stock and equipment, ensure all drawers of art stock are fully equipped and labelled
- Mounting up and framing of artwork
- Summer art exhibition – ordering stock/ setting up/ assisting with the hanging of the exhibition.

Maintenance of Facilities and Resources

- Generally maintain (and clean) sinks, cleaning down tables and equipment after use etc
- Generally, maintain Studio 1,2, 3, the big top, library, textile area and darkroom – reporting any repairs required to the Head of Art
- Organise and participate in the storage of equipment, stock and materials in accordance with Art Department policies and statutory requirements. Check stock on delivery and oversee its allocation and distribution to relevant art studios and its storage in the designated stock cupboards
- Maintain stock orders to meet requirements for use in practical activities (liaise with teaching staff). Keep appropriate records of new stock and ensure correct storage (in accordance with any Health and Safety requirements)
- Ordering stock and preparation for Darkroom stock/ equipment and safe disposal of related chemicals
- Ordering stock and preparation for Textiles - organising the servicing/ maintenance of sewing machines fabric & threads, batik pots, irons. Making up of fabric dyes and their safe disposal
- Keep accurate stock records, breakage records, accident records and any other such records as required by the School.

Organisation and Management of Practical Procedures

- Make local purchases for the Art Department and keep appropriate petty cash records. Ensure accurate records of all Departmental expenditure is kept and pass this information on to the Head of Art
- Order the purchase of books and prizes for the department.

Safety and Security

- Ensure safe disposal of materials and chemicals such as turpentine, varnishes, glue and aerosols as well as oil paint and painting rags in accordance with established guidelines and Health and Safety requirements.
- All tasks must be undertaken in accordance with the School's policies and procedures, in particular those relating to Child Protection, Code of Conduct and Health and Safety.
- Take responsibility for ensuring that termly safety checks are carried out, in accordance with the Art Department Health and Safety policy and provide written copies to the Head of Art.
- Report any Health and Safety concerns or defects in resources to the Head of Art and arrange for remedial action to be implemented, where necessary.
- Assist with the updating of the Art Department COSHH Assessment Handbook.
- Under the guidance of the Head of Art to ensure that routine servicing for Health and Safety purposes has been carried out by the School's maintenance team, or external contractors. Keep records of these tests.
- Undertake training on the safeguarding of children and vulnerable adults on a regular basis in accordance with the school's policy.
- Report any safeguarding concerns to the designated safeguarding leader.

Development

- Provide technical advice and assistance to teachers and pupils in the Art Studio, assisting in practicals where appropriate.
- Undertake training as may reasonably be required for Health and Safety reasons; to provide specific technical support within the Department or as part of CPD.

OTHER DUTIES

- Understand and support the Catholic ethos of Mayfield as a Holy Child School.
- Support teaching staff in encouraging in girls and appreciation of the importance of faith and reason
- Support the Head of Art in organising and distributing cover work for an Art teacher's absence.
- Undertake any other reasonable tasks as requested by the Head of Art or the School's Senior Management.

All Mayfield staff are expected to 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
- 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 where you can access our requisite application form. Alternatively, contact Kelly Brennan, HR Manager by e-mail for further details kbrennan@mayfieldgirls.org.

The School is an equal opportunities employer.

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

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