



# St Augustine's

PRIORY

Independent Girls' Catholic Day School In Ealing, West London



'Quietly Brilliant'

THE GOOD SCHOOLS GUIDE



## Head of Art with Photography

### Applicant Information



**Winner**  
Student initiative of the year



# HEAD OF ART WITH PHOTOGRAPHY

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## Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Head of Art with Photography, at St Augustine’s Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of this wonderful school - we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability. We are expanding our school roll and have ambitious plans for the development of facilities.

St Augustine’s Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Prep, Junior, Senior and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic School we hold the care of the whole person as central to what we do.

Described by the Good Schools Guide as ‘quietly brilliant’ and rated ‘Outstanding’ by the Independent Schools Inspectorate, the Nursery & Preps Department of St Augustine’s Priory is a key entry point for pupils joining Ealing’s top performing GCSE school. The school’s most recent Diocesan Inspection Report graded St Augustine’s Priory as ‘Outstanding’, the highest possible grade, in all categories across both *Classroom Religious Education* and *The Catholic Life of the school*. Inspectors observed “The sense of community, underpinned by Catholic tradition and practice, provides a nurturing environment where pupils flourish academically and spiritually.”

The 13 acres of grounds in which the school sits provide a physical freedom unique in the heart of London. The Farm, Forest School, Meadow, Astro-turf and Open Air Theatre all utilise the natural setting, encouraging pupils to enjoy an emotional freedom to grow intellectually and spiritually. Our examination results are exceptional and we pride ourselves on instilling in girls a love of learning.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible; we continue in this tradition and rejoice in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are available. The school is highly sought after. Throughout Lockdown the school delivered an ambitious programme of remote learning. We are now offering Blended Learning for any students who are quarantining. Applicants with experience in remote technologies will be most welcome but training will be offered for all.

We warmly welcome candidates from a range of backgrounds and invite you to contact Ms Nadia Chandler (HR Officer) [nchandler@sapriory.com](mailto:nchandler@sapriory.com) – if you have any questions.

Yours sincerely



Mrs S. Raffray MA NPQH  
Headteacher



## Mission Statement

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.



## A Letter from the Head of Faculty

Dear Applicant

Thank you for your interest in the post Head of Art with Photography. We are seeking to appoint a part time Head of Department however we would consider full time for the right candidate.

Art at St Augustine's is very strong and this is an excellent opportunity for the right, ambitious candidate to advance an already successful department. This is a school which values professional development and there are many ways in which the right candidate will be able to contribute to the wider strategic aims of the Art and Photography department and the School as a whole.

The successful candidate will join a friendly and supportive team of teaching professionals who are passionate about the subject. Our students are engaged and highly motivated.

The Art Department at St Augustine's Priory is a sanctuary, full of inspiration and energy. We offer Art throughout the Junior and Senior school and believe Art is an essential subject in which students learn not only craft skills but an appreciation for the visual world we live in. Whether students are eight or eighteen, we have high expectations that they engage intellectually with contemporary art practice, and our studios are centred around multi-disciplinary learning. Our facilities allow purposeful experimentation in different disciplines, including drawing and painting, print and sculpture, dressmaking and fine art textiles, graphic design and digital manipulation, photography and film. We facilitate our students in finding a concept that is personal to them, exploring aesthetics, culture, emotion, spirituality and controversy.

Our small class sizes at Key Stages 4 and 5 enable us to give a more personalised learning experience. This, in turn, enables girls to gain confidence and life-long learning skills resulting in grades well above their expected targets, and we are proud to have consistently maintained 100% A\*- C (9-5) results at both GCSE and A Level. Students at KS4 and above are given the opportunity to take on Prefect roles to support the department, and we offer scholarships at 11+ and 16+ level.

We offer a wide variety of clubs including Photography Club and Ink Illustration Club, and open our door on a daily basis to exam students who want to use the studio. The Art Department frequently supports whole school initiatives, for example supporting biennial whole school productions with Set Design, creating processional decorations for our annual Carol Service at Ealing Abbey, and showcasing artwork from across the whole school in our annual summer exhibition on Association Day.

Our students exhibit maturity and depth in their work which reflects their strength of character and meaningful artistic journey. Knowing that creativity is not a linear process,

we encourage our students to take uncertainty as a challenge and be resilient against risk, so preparing them for their independent futures. In recent years, such journeys have led to creative university destinations including Kingston University, Ravensbourne, London College of Fashion, and Central St Martins.

The application form for this role may be found on our website, and applicants should pay particular attention to its accurate completion. Should you have any further queries please do not hesitate to contact the School. I trust this brochure will be informative and helpful in making the decision to apply for this post, and we look forward to receiving your application.

Yours Sincerely

Ms A. Gandi

Head of Faculty



## The Art Department - Curriculum

Information by years

### Preps: Ages 5 -6

The purpose of an Art Education in the Preps is to engage students in their visual world through practical making. Students are encouraged to share their ideas and use their imagination. Through addressing themes such as colour, pattern and texture in nature, students are able to explore media and produce work of varied size, shape and form. At this stage we wish to nurture a love of Art and enthusiasm for making.

### Juniors: Ages 7-11

Building on their experiences in the Preps, Junior students embark on more focused Art making and creativity. In-depth discussions on artistic practices in Western and other cultures lead to meaningful artistic journeys and the development of personal artwork. Students work in sketchbooks as well as completing larger personal and collaborative pieces. Introducing new craft processes and developing artistic skills enables students to make art effectively and meaningfully. Students are taught to use Photoshop to manipulate imagery digitally as well as how to use a sewing machine to draw with. Foundation skills in drawing, painting and sculpture are also taught as part of the KS2 curriculum.

### Key Stage 3: Ages 11 - 14

Senior Art students are encouraged to express their thoughts and identity through their Art. An appreciation of diversity in our world and a search for truth through personal and creative expression forms the backbone of senior Art education. Students gain confidence in their artistic abilities and creative ideas and document their journey creatively in sketchbooks. Students are encouraged to take risks and experiment with media and composition. Utilising digital media to create and document Art is also encouraged. This next phase of their education focuses on the refinement of existing skills and engagement with an ever-increasing portfolio of processes and techniques such as etching, book-binding, screen-printing, dress-making, digital film and animation and photography. In offering a wide range of facilities, we encourage students to find their own path in Art.

### Key Stage 4: Ages 14 – 16

If students opt to take Art at GCSE, they will embark on Edexcel's Unendorsed Art & Design Course. This complements the multi-disciplinary approach that we have in our

department and enables students to carve a personal pathway in terms of both concept and selection of media and processes.

### Key Stage 5: Ages 16 – 18

We offer Unendorsed Art, Craft & Design and Endorsed Digital and Lens-based Photography at A Level. Students can choose to do one or both courses and many go on to studying Art at Foundation and Undergraduate Level following the completion of these courses. Students are encouraged to live and breathe their Art, visiting relevant institutions and participating in external artistic opportunities such as debates, portfolio classes, artist talks and workshops. We believe this fosters the independence and confidence required in a competitive Art world. Students attend creative university fairs, open days and degree shows and are supported in their applications through in depth discussions and portfolio reviews with their teachers.

### Co-Curricular & Enrichment

Art is very popular in our school and students enjoy a range of opportunities from visiting Art galleries and participating in artist-led workshops to attending regular clubs ranging from textiles to photography. Recent clubs have included:

- 'A Stitch in Time' Chapel kneelers embroidery Project
- Junior Art Club
- Photography Club
- Life Drawing
- Art meets Languages/Music/Priory Farm
- Gallery Visits to the Tate Modern, Tate Britain, V&A, National Gallery, National Portrait Gallery & The Photographers' Gallery
- Academic Writing and Portfolio Surgery workshop (A Level)
- Workshops from BP Portrait Award artist Anastasia Pollard, and photographer Lottie Hampson



## Job Description: Head of Art with Photography

The role is part time but full time would be considered for the right candidate.

### Salary:

The post-holder will be paid on the appropriate point of the St Augustine's Grading Scale. We have our own pay scale, which is above the maintained sector.

### Line of Responsibility:

The Head of Art is directly responsible to the Head of Faculty on curriculum matters and the Head of Year for pastoral issues. The Head of Art is expected to maintain close professional dialogue with the Junior School Art Coordinator to ensure excellent continuity between the phases of the school.

### Job Content:

Art and creativity is vital for St Augustine's Priory. This role has a key strategic place in positioning the school in terms of academic excellence. The post holder will ensure that Art has an outstanding reputation in the school and local community.

### Strategic Purpose

- The basic duties of a teacher are outlined in the staff handbook and include other duties such as the form teacher role.
- All members of staff are expected to contribute to the rich extra-curricular life of the school.

### Operational Responsibilities

#### Management

- Actively promote Art as a subject in the School in its widest sense.
- Manage a departmental team effectively, and lead and inspire them to deliver excellence.
- Advise and support other teachers who deliver the Art curriculum, through cross-curricular processes and in the Junior School.
- Ensure that all departmental documentation is kept up to date and in line with the management needs of the school.
- Take responsibility for budgeting and expenditure within the department.
- Promote the professional development of members of the department.

- Operate all School systems effectively.
- Proactively liaise with the Junior school co-ordinator of Art.
- Attend other School functions as required.

## Teaching

- Be a qualified, enthusiastic and experienced teacher with a good honours degree or equivalent qualification.
- Be passionate about the Creative Industries and show a willingness to promote the subject.
- Be an accomplished artist, in his or her own right.
- Teach Art as required from KS1 through to A level, with an ability to lead Photography at KS5 Level.
- Offer a specialism, such as textiles, photography, painting, graphic design or ceramics.
- Plan work in accordance with departmental Schemes of Work.
- Think innovatively and creatively, adapting Schemes of Work and providing opportunities for learning, where and when they arise.
- Show an enthusiasm and dedication to providing an enriching and inspirational teaching environment, leading by example.
- Take account of students' prior levels of attainment and use them to inform planning and intervention sessions, where needed.
- Maintain good discipline in the classroom by following the school's policies and procedures.
- Set appropriate and challenging work for all students.
- Contribute to the Departments vast and engaging extra-curricular provision, to include lunchtime and after-school clubs and participation in workshops and external competitions.
- Contribute to the Departments various exhibitions, trips and events that take place throughout the academic year.
- All members of staff are expected to contribute to the rich extra-curricular life of the school, which includes running a weekly extra-curricular activity.
- Take account of students' prior levels of attainment and use them to inform planning.
- Set work when required for absent students and ensure internal cover as required to ensure continuity of teaching for pupils.
- Identify and work appropriately with 'Special Educational Needs and Disabilities' students, 'Gifted and Talented' students and 'English as an Additional Language' students.
- Ensure the learning environment is inspirational

### Assessment, Recording and Reporting

- Keep appropriate records of students' work.
- Mark and return work set, including homework, within an agreed and reasonable time.
- Carry out assessment programmes as agreed by the School or department.
- Complete student reports in line with School Policy.
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets.
- Proactively monitor groups of students, to ensure all attainment relative to ability is excellent.

### Pastoral Duties

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to exercise sound judgment in upholding the School's systems and to make all necessary referrals to line-managers in a timely fashion. As a Form Teacher, the post-holder will be required to:

- Ensure that registration of pupils is completed in accordance with the school's agreed procedures and be aware that this is a legal duty for children of school-age
- Care for children in the form as a reasonable parent might be expected to do
- Be respectful of appropriate boundaries in the exercise of professional duties and care
- Support other staff with regard to the pastoral care and academic welfare of members of the form
- Support members of the form in their dealings and relationships with parents, school staff and other pupils
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to an acceptable standard
- Accompany the form during school functions e.g. Mass and assemblies
- Develop positive working relationships and communicate effectively with parents and carers
- Deliver the school's PSHEE programme
- Provide pupils with a positive role-model

### Performance Management and Professional Development:

The teacher will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

### General

In addition, the post is subject to compliance with:-

- School policies and guidelines on the curriculum and school organisation
- Local area safeguarding procedures

The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers as set out in the Staff Handbook.

### School Involvement

For all staff appointed to the School there is an expectation that they will:-

- Play a full part in the organisation and decision making of their specific department in the School generally through the structure of formal and informal meetings and thus contribute to the consultative process by which the School attempts to operate.
- Undertake a pastoral role such as a form tutor or member of a pastoral team thus contributing to the support of students in the widest context.
- Within their individual interests and capacities, contribute to the wider, extracurricular activities on offer to students.
- Carry out other duties that are reasonably assigned by the Headteacher.

### Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.

## Person Specification: Head of Art with Photography

| Applicants should:  | Essential | Desirable | Primary means of assessment |
|---|-----------|-----------|-----------------------------|
| <b>Subject Delivery</b>   |           |           |                             |
| Have a good Honours Degree and a teaching qualification to deliver Art from KS3 to A Level                    | x         |           | Application Form            |
| Have experience of teaching Art at GCSE and A level   | x         |           | Application Form            |
| Be able to teach Photography at A Level   | x         |           | Application Form            |
| Be willing and able to teach Preps or Junior students   | x         |           | Application Form            |
| Show they maintain an up-to-date knowledge of subject, contemporary art and innovative teaching methodologies | x         |           | Application Form            |
| Have good understanding of assessment and curriculum reforms (knowledge of Edexcel/AQA preferred)             | x         |           | Application Form            |
| Be willing to organise extra-curricular activities  | x         |           | Application Form            |
| Have Qualified Teacher Status   | x         |           | Application Form            |
| Have high expectations of girls as artists  | x         |           | Interview                   |
| Be able to communicate effectively with pupils  | x         |           | Interview<br>Teaching       |
| Be able to communicate effectively with colleagues  | x         |           | Interview                   |
| Manage and work well within a dynamic and hard working team   | x         |           | Interview                   |
| Act upon advice   | x         |           | Interview                   |
| Have an excellent range of teaching strategies to foster excellence in the classroom                          | x         |           | Interview<br>Teaching       |
| Be able to use data effectively and analytically to help children learn                                       | x         |           | Supporting Letter           |

|  |   |  |                       |
|--|---|--|-----------------------|
| Show knowledge of how to plan for effective learning   | x |  | Interview<br>Teaching |
| Be able to teach challenging, organized, sequenced lessons   | x |  | Interview             |
| Know how to adapt teaching strategies to the needs of all learners   | x |  | Interview<br>Teaching |
| Make highly effective use of assessment  | x |  | Interview             |
| Promote independent learning   | x |  | Interview             |
| Use homework tasks effectively   | x |  | Interview             |
| Give developmental and constructive feedback to pupils   | x |  | Interview<br>Teaching |
| Be able to promote Art as a learning tool in other departments   | x |  | Supporting letter     |
| Have good ICT skills, and be able to use these skills to benefit and aid teaching  | x |  | Supporting Letter     |
| Have excellent written English skills and be able to use these skills to teach critical essay writing (Personal Study component) at A Level standard | x |  | Supporting Letter     |
| <b>Management</b>  |   |  |                       |
| Be able to lead and manage a team  | x |  | Interview             |
| Be able to plan effectively to develop the department in line with whole-school objectives   | x |  | Task                  |
| Be able to support and develop the work of colleagues in the department  | x |  | Interview             |
| Work effectively with the Senior Leadership Team in developing the department in line with whole-school priorities                                   | x |  | Interview             |
| Demonstrate relevant management experience or potential  | x |  | Interview<br>Exercise |

|  |   |  |                       |
|--|---|--|-----------------------|
| Understand the importance of professional development for other members of the department  | x |  | Interview             |
| Show an ability to promote Art within and throughout the School and in the wider curriculum  | x |  | Interview             |
| <b>Whole School</b>  |   |  |                       |
| Have a sound understanding of safeguarding   | x |  | Interview             |
| Understand Special Educational Needs and be able to implement Individual Education Plans as required to enable all children to access the curriculum | x |  | Supporting Letter     |
| Deal effectively and sensitively with parents  | x |  | Interview             |
| Be willing to participate in the wider extra-curricular life of the School   | x |  | Interview<br>Exercise |
| Understand the roles of colleagues and managers in the school and support them in their work   | x |  | Supporting Letter     |

## The Application and Selection Process

1. Applicants should complete an application form in full and write a letter in support of their application paying particular attention to the Job Description and Person Specification.
2. The completed application form and supporting letter should be emailed to [nchandler@sapriory.com](mailto:nchandler@sapriory.com) no later than midday Wednesday 21<sup>st</sup> April 2021.
3. The Selection Panel will then convene to determine a shortlist of applicants who will be invited to interview by email to invite them to interview and it is anticipated that the interviews will be held during the week commencing 3<sup>rd</sup> May 2021, but this will be subject to confirmation.
4. On the day of the interviews all applicants will be asked to teach a lesson observed by a member of the appointments panel. They will then be asked to complete one written task, and there will be a formal interview before the appointments panel.
5. On the day of the interview all applicants should bring with them proof of identity and address, as listed on the application form.
6. Following the interview the successful applicant will be invited to accept the post by telephone, but only once a contract has been signed, will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.