



# Notting Hill & Ealing High School

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GDST  
GIRLS' DAY SCHOOL TRUST

## Appointment of **Art Technician** For January 2019



## About the School

***“Teaching here is all about being able to have in-depth conversations with students about your subject and helping to enthuse them with the same passion as you have. Teaching at NHEHS is exactly what I imagined teaching would be like when I got my first teaching job; it’s what teaching should be!”***

***Liberty: joined NHEHS in September 2017 as a Head of Department***

Notting Hill & Ealing High School is one of London’s leading independent girls’ day schools. Founded in 1873 it is the oldest of the 25 schools which make up the Girls’ Day School Trust (GDST) having begun life in Notting Hill and moved to Ealing in 1930. We are an all through school (ages 4-18). Around 300 girls in the Junior School and 600 in the Senior School, including 150 in the Sixth Form, make up a friendly and welcoming community. The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. We occupy a site in suburban, leafy, west Ealing with excellent transport links. (We are an easy walk or bus ride from Ealing Broadway or West Ealing stations: District and Central underground lines, mainline trains and Crossrail from 2018.) The school is oversubscribed and a very popular choice at all ages with girls joining us from most parts of West London as well as areas further afield.

NHEHS is an academically selective school. Our girls are ambitious, bright, enthusiastic and eager to learn. In our latest ISI inspection we achieved the highest possible grades across the board and the inspectors noted that ‘the quality of the pupils’ achievements and learning is exceptional.’ Public examination results are consistently outstanding and girls go on to study a wide range of subjects at prestigious universities including Oxbridge. (Latest results and the university destinations of Leavers can be found on our web site.) The school is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, and pastoral care and achieving the best for every girl is at the heart of everything we do.

## About the GDST

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities with other teachers across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders Development Programme and Aspiring Leaders Programme) and to grants for individual courses of study.



***“We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out more about us. Our website, [www.nhehs.gdst.net](http://www.nhehs.gdst.net) will tell you more about the school and give you a taste of the atmosphere here.”***

***Matthew Shoults, Headmaster***

# Art Technician

## The Post

The post is available from January 2019

The vacancy provides an exciting opportunity for a well-qualified, inspirational Art technician to support a busy and vibrant Art department. She/he will have excellent organisational and time management skills and the ability to produce creative solutions to challenges. She/he will be a good communicator who can work collaboratively and successfully with the teaching staff in the department and technicians in other disciplines. The ideal candidate will have experience working within an Art studio environment, have experience working in a school and have studied the Arts to a high level. She/ he will be fully committed to the extra-curricular life of the school, helping out with after school life drawing sessions and lunch clubs.

## Job Purpose

- To support the safe delivery of equipment and practical activities within Art lessons in order to optimise teaching and learning.
- General duties in support of the teachers in the Art Department.

## Duties

- To assist the HOD to run a well organised Department.
- Prepare, set out and clear away equipment and materials for lesson and practical tasks and examinations.
- Provide assistance to Art teachers during lessons, particularly with any practical tasks.
- Assist pupils in safely using equipment and undertaking practical tasks, giving demonstrations as required.
- Assist in the mounting and hanging of all GCSE and A-Level examination exhibitions.
- To be responsible for art departmental displays and the preparation, mounting and installation of artwork around the School.
- To assist with reprographics and ICT administration.
- Provide support to relevant extra-curricular activities and whole school events.
- To document pupils' work and to distribute work back to pupils.
- Liaise with cleaners and maintenance staff.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct.

## Health and Safety

- Be aware of and implement the school and art department's Health & Safety policies.
- To be responsible to the Head of Art for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Director
- Manual handling/lifting.

## Management of resources

- Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, and resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.
- To check incoming deliveries, to unpack and distribute as necessary.
- To maintain a supplier's database.
- Manage, within the constraints of space, the safe, organised and tidy storage of all the above.
- Ensure that the art studios, department office and work areas are kept tidy and that all equipment is clean and in good working order.
- Replace all faulty equipment and submit maintenance forms as necessary.

## Training & development

- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.
- Keep up to date with technical and health and safety requirements relevant to the post.

## Qualifications and skills

- An Art degree and good subject knowledge are essential.
- Woodworking skills would be an advantage (making picture frames, hanging pictures etc.).
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Good computer skills in Word, Excel and Photoshop are desirable.
- An appreciation of children's specific needs and a desire to play an active role within the life of the school.

## The Art Department

Art is a popular subject within the school. Everyone studies Art in Years 7 and 8, and the majority of the year group elects to continue in Year 9. KS3 students have a double period every week. We currently have five groups studying GCSE, who have two double lessons a week. There are three A-Level groups and the students have two art teachers at this level.

The Art Department consists of two full-time teachers and two part-time teachers, who are practising artists, and a full-time technician. We believe we are uniquely placed to enable students to develop their skills, initiative and imagination through creative exploration.

### Key Stage 3

We deliver a varied scheme of work to ensure all students learn the formal skills through an exciting range of media, including painting, printmaking, digital manipulation and 3D construction. We organise a gallery trip for every year group during the year and we host a weekly Art Club at lunchtime.

### Key Stage 4

We follow the Edexcel Fine Art specification at GCSE. Projects are initiated through visits to the museums and galleries in London. Our students explore a variety of disciplines, such as portraiture and still life, as well working from imagination. They are taught to use a range of media and techniques, including oil paint, print, mixed-media, digital media and 3D construction. As well as fostering traditional skills, we encourage experimentation and independence of thought.



### **Key Stage 5**

We follow the AQA Fine Art specification at A Level. At the beginning of Year 12, research is generated through gallery and museum visits; last term we visited the Sir John Soane's Museum and the Royal Academy to initiate our 'Cabinet of Curiosities' project. In Year 13, students design their own programme of study in close consultation with their teachers. Art Foundation is a popular choice and every year students successfully apply to Central St Martin's, Camberwell, Kingston and the Royal Drawing School, among others. Architecture is another popular option.

### **Extra-curricular**

We frequently offer trips abroad, most recently to the Venice Biennale. We teach a weekly Life Drawing Class after school and Year 13 students learn etching at a workshop at the Thames-side Print Studio.

### **Facilities**

The Art Department is situated on the top floor of the West Wing. Our three, purpose-built studios are a hub of energy and activity, where students are welcome to work in their free periods, at lunchtime and after school. IT is fully integrated within the workshop with digital scanners and use of Photoshop available to staff and students. The Sixth Form Studio has a printing press and a projector. The fully equipped Art Office houses a colour printer, digital cameras, camcorders and other research resources.



## Terms and Conditions of the Post

The GDST offers attractive salaries and pay progression, when compared with the education sector generally, and has its own pay and grading structure, and system of career progression. Leadership and teaching excellence are recognised and rewarded in its schools. The salary reflects London weighting.

### Benefits include:

- Membership of Teaching Staff Pension Scheme
- Access to the GDST central training and development programme
- Up to 50% discount on fees for children at GDST schools
- Training grants for obtaining further qualifications
- Season Ticket Loans: Interest free loans for travel are available to staff to enable them to buy annual season tickets
- Computer Loans: Interest free loans are available to staff to enable them to buy a computer for personal use at home
- Cycle Scheme: the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months
- Lunches: free lunches are provided to all staff during term time
- Four weeks' study leave for teachers after ten years' continuous service
- Accredited NQT induction

## Application and Interview Process

Applications should be submitted by **midday, on Tuesday 6<sup>th</sup> November** at the latest; however, applications may be considered in advance of the deadline. Candidates should complete the application form provided and also include a covering letter and full curriculum vitae with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Completed applications should be sent to:

Mr Matthew Shoults  
Headmaster  
Notting Hill & Ealing High School  
2 Cleveland Road, London W13 8AX

or may be emailed to: [recruitment@nhehs.gdst.net](mailto:recruitment@nhehs.gdst.net)

Shortlisted candidates will be invited for interview on **Friday 9<sup>th</sup> November**. As part of this process, they will be expected to perform an Art Technician-based task, for which a full prior briefing will be given, and to provide a portfolio of work. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service. Please see attached full information regarding the Girls' Day School Trust guidelines on the Safeguarding of Children.

Further information about the school can be found on our website at: [www.nhehs.gdst.net](http://www.nhehs.gdst.net)

[Application Form](#)