

Fixed Term Contract

RUPERT  HOUSE

Head of Art

Candidate Pack

Rupert House

Rupert House is a happy and high-achieving independent Pre-Prep and Prep School for boys and girls aged 3-11 years. We stand proudly at the heart of the beautiful riverside town of Henley-on-Thames. From the moment that children enter our care they are encouraged to adopt a Growth Mindset learning the values of creativity, respect, courage and resilience that will enable them to stand tall in the world.

In addition to our own Sports Facilities, at Rupert House we are fortunate to be surrounded by a wealth of fantastic facilities with which we have built strong ties and collaborations. From the Rowing Club to the Rugby club, the local churches to the Kenton Theatre, the swimming pools to the Cricket Club, our provision extends way beyond our school buildings and grounds.

The Opportunity

Rupert House School is seeking a Head of Art, to contribute to the school's vision of providing a high-quality education for its pupils, by leading the Art Department in effective and inspirational teaching.

Your responsibilities include designing and implementing a comprehensive art curriculum, managing departmental resources, and organizing exhibitions and events to showcase student work. You will mentor and support art teachers, ensuring high standards of teaching and learning. Contributing to the school's vision of providing a high-quality education for its pupils, by providing effective and inspirational teaching.

The post holder will:

- Work as a team to provide the best possible education for all the children in the Prep school.
- To be part of a team and take an active part in working with all the children in the school.
- To assist all children to develop a love of learning and an excitement about Art

For further information, please read the full job description below.

Reports to: Mrs Alice Fletcher, Deputy Head Academic

The post holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Staff Behaviour Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Headmaster or Designated Safeguarding Lead.

Wishford Education

In March 2024, Rupert House joined Wishford Education, a group of high-performing schools in Wiltshire, Gloucestershire, Berkshire, Oxfordshire and Kent. Schools work closely with the group's senior leaders to define strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information about Wishford, go to wishford.co.uk

Hours, Salary and Benefits

Hours: **Fixed term contract from Jan 25 - Jul 25. 4 days per week.** Some additional hours may be required, such as parents evenings etc.

Salary: A competitive salary will be offered, dependent on experience and qualifications.

Benefits:

- Defined contribution pension scheme of 16.48%
- EV scheme with Octopus
- Cycle to work scheme and shopping discounts
- Means tested staff discount
- Complementary lunch
- Paid holidays + bank holidays
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- On site parking

Application & Key Information

Application deadline is Friday 11th October. We reserve the right to close applications early due to high application numbers, so early application is encouraged.

Interviews will be held week commencing 14th October. With a January 2025 start date.

When applying to the role, please use TES - [link here](#).

Alternatively, you can complete The Group's Application Form, which can be found on the Rupert House Careers Page - [link here](#).

Completed forms are to be returned to recruitment@ruperthouse.oxon.sch.uk

Please get in contact if you need assistance completing an application form, or require an adjustment for the application or interview process.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



Job Description

Planning Learning

- Create a high quality, rich, stimulating and enabling learning environment containing resources that will capture pupils' attention and lead to independent exploration.
- Make effective use of assessment information about pupils' attainment and progress when teaching and when planning future learning.
- Plan opportunities to develop pupils' spiritual, moral, social and cultural development.
- Plan rich and stimulating learning activities that achieve good progression in pupils' understanding by:
 - identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
 - setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.
 - setting clear targets for pupils' learning that build on prior attainment, identifying pupils who have special educational needs or are high attainers.
 - ensure that tasks are appropriately differentiated so that the learning is well pitched, and all pupils are challenged at their current level of understanding.
- To support parents with the identification of potential art scholarship candidates and help to prepare the children with their applications
- To teach cookery to small groups in the Prep school.

Teaching and Classroom Management

- Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and pupils' learning time is used efficiently.
- Establish and maintain a purposeful learning atmosphere.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- Establish a safe, clean and secure learning environment, which promotes pupils' confidence.
- To understand the importance of and make use of the "outdoor classroom" and to engage pupils.

- Use teaching methods which capture pupils' interest and maintain their engagement through:
 - offering rich, captivating learning activities
 - setting the highest expectations for all pupils
 - clearly establishing a purpose for learning, placing it within a context stimulating intellectual curiosity and communicating enthusiasm for learning
 - modelling language and social skills use to children
 - listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward
 - selecting and making good use of ICT and other learning resources which enable learning objectives to be met.
 - providing opportunities to develop pupils' wider understanding by relating their learning to 'real life'

Monitoring, assessment, recording, reporting and accountability

- Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
- To report to parents on their child's progress at Parents Evening twice a year and in written reports twice a year.
- To contribute to senior schools references
- To write scholarship references for those children applying for an art scholarship

Management and administration

- Participate in administrative and organisational tasks related to the responsibilities described above.
- Contribute to the induction of new and probationary teachers as appropriate.
- Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school.
- Participate in any arrangements made by the school for performance management and continuing professional development.
- Foster good relationships with parents, where necessary, and assist them to support their child's learning at home. Present a positive image of the school to the wider community.



Job Description

Pastoral

- Provide effective pastoral care, meeting individual physical and emotional needs.
- Promote and safeguard the welfare of pupils, liaising with the Deputy Head Academic and the Designated Safeguarding Lead.
- Sit and eat lunch with the children and promote good table manners. (A hot lunch is provided.)
- Understand and implement all welfare and safeguarding policies, such as health and safety, Safeguarding, safety on educational visits and attendance.
- Encourage independence in the pupils.

General

- Contribute to the provision of extra-curricular activities.
- Undertake any other reasonable requests of the Head.
- Role model and support the school's guidance on Professional Conduct and Behaviour helping to establish a culture of cooperative working based on integrity and respect for all people.
- Covering occasional classes as and when required.
- To cover break and/or lunchtime duties.
- Work to uphold our school values at all times.
- To produce whole-school displays around the school
- To support other departments in the school with their art (such as school productions)
- Run weekly Paint Pastels and Pallets Club
- Run weekly 'pre-scholarship' drawing club
- Support the Henley Youth Festival
- Produce artwork for Wishford's yearly exhibition

Person Specification

- Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them.
- Ability to work calmly under pressure and be positive with colleagues and children.
- Cheerful disposition with a good sense of humour.
- Resilient, able to show initiative, and meet deadlines.
- Smart appearance and a good understanding of the demands of Prep School parents.
- An excellent classroom practitioner with a passion for the subject and teaching.
- Charisma, energy and enthusiasm.
- Optimism, can-do attitude and desire for continuous improvement.
- Thoroughness and commitment to supporting pupils.
- Honesty, humility, courage, respect and integrity.
- Ability to communicate effectively orally and in writing.
- High level of organisational and planning skills.
- Work effectively as part of a team, relating well to colleagues.
- Able to use own initiative and motivate others.
- Ability to demonstrate good ICT skills.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing needs of the School, always in consultation with the post holder.

