



PART-TIME CERAMICS TECHNICIAN
CLOSING DATE FOR APPLICATIONS: WEDNESDAY 1st APRIL 2020
FOR APPOINTMENT SEPTEMBER 2020

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website
<https://www.stedwardsoxford.org/>.

Introduction

St Edward's is a refreshingly different kind of school. The deliberate emphasis on selecting young people based on attitude and ambition rather than simply on test results means that the community fizzles with diverse interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's, there is so much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

Academically, St Edward's is forward looking and progressive: one of the few UK schools to offer both the A Level and the IB Diploma at Sixth Form, the academic programme was further enhanced in 2019 with the launch of pioneering new alternatives to GCSEs. Later this year, new, world-class academic facilities will be unveiled providing a range of university-style working environments to further support our pupils' academic ambitions.

Beyond Teddies, our exceptional community volunteering and engagement programme, enables our pupils to stay in touch with real life and to play a meaningful part in the life of the city.

Founded in 1863, St Edward's is an independent, co-educational boarding and day school. There are presently some 700 pupils, of whom 85% are boarders. Innovative partnerships enable the School to share facilities with the local community and, in the case of The North Wall, to sponsor a groundbreaking arts center with an eclectic public programme.

About the Art Department

A visit to the Art Department reveals an extraordinarily high standard of work from pupils at all levels. Learning and teaching takes place in a variety of ways, including one to one tutorials, group critiques and skills workshops and pupils are encouraged to identify and exploit their own expressive potential, creating opportunities for experimental work across multiple disciplines ranging from drawing and

painting, textiles, silk screen printing, etching, ceramics, laser cutting, and digital media. Drawing in the broadest sense is considered to be fundamental and is encouraged across all year groups.

The department enjoys excellent facilities, including four well-lit purpose built studios, and a dedicated ceramics studio with three large kilns and potter's wheels, allowing for a wide range of two-dimensional and three-dimensional work. The etching press, laser cutter and the photo-sensitive silkscreen facilities are popular with all pupils.

About the role

A Ceramics' Technician is required to support the teaching of Ceramics in a large thriving multimedia department. This role is for 3 days a week. A working knowledge of glazes, clay and firings is essential. Ability to pug clay, make moulds and instruct throwing on the wheel is also required. The ability to help physically around the department and install partition walls is preferable.

Main responsibilities

- give instruction and guidance to pupils during timetabled lessons in liaison with teaching staff;
- to supervise and provide guidance to pupils during workshop activities;
- demonstrating throwing on the wheel;
- assisting with displays around the department and more generally around the School;
- manage the installation and dismantling of exhibitions; and
- carry out other appropriate duties as requested by member of the department.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Head of Art to reflect or to anticipate changes in the job commensurate with the job title.

Start date

We would like the successful candidate to start at the beginning of September 2020.

Salary

The salary payable will be £13,163 per annum. Salaries are reviewed annually on 1st September.

Hours and weeks of work

The role requires 7.5 hours to be worked on 3 days each week during School term time. Preferred core working times are 9am to 5pm (excluding a 30-minute unpaid lunch break) but there is some flexibility over the precise arrangement of these working hours and this will be discussed at interview.

Holiday

Paid holiday entitlement is equivalent to five weeks per year (pro rata to hours/weeks worked) plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). All holiday will be taken during the School's holiday periods.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Probationary period

The appointment is subject to a probationary period of three months.

Sickness Benefit

During the first year of employment, sickness benefit will be payable at full salary for four weeks. After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary.

Miscellaneous non contractual benefits

- Free meals are available during times when the School's kitchens are in operation.
- Employees may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

Notice Period

During the probationary period, employment may be terminated by either side with one week's notice. Thereafter, the minimum period of notice is one month.

About the Candidate

Person Specification Characteristics	
A degree level (or equivalent) education in Art or an allied subject	Desirable
A working knowledge of glazes, clay and firings	Essential
Ability to pug clay, make moulds and throw on the wheel	Essential
Previous experience in a similar role in a similar environment	Desirable
Ability to communicate with enthusiasm for their specialism	Essential
Good organisational skills with the ability to work well as part of a team but also to use initiative and to work autonomously when required	Essential
Good communication and people skills and the ability to interact with a wide variety of individuals	Essential
Committed to safeguarding children and young people	Essential
A willingness to work with the School's Child Protection guidance for staff and follow relevant procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care

Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and a sports coaching session with pupils and will seek to assess how well the candidate meets the requirements of the post. It will also include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Head of Art, Adam Hahn, by email: hahna@stedwardsoxford.org.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is Wednesday 1st April 2020.