

# Co-ordinator of Art and Design Technology



**LITTLEGARTH**  
*A truly independent school & nursery*

## **Co-ordinator of Art and Design Technology** **Required for September 2019**

An enthusiastic and innovative teacher of Art and Design Technology is required to nurture and inspire our children to achieve their full potential. This is an exciting opportunity for a NQT or more experienced teacher to join our hard working and creative staff team.

For further details and application form please contact the Headmaster's Secretary, Littlegarth School, Horkesley Park, Nayland, Colchester, CO6 4JR. Telephone 01206 262332, email: [office@littlegarth.essex.sch.uk](mailto:office@littlegarth.essex.sch.uk) or visit our website: [www.littlegarth.essex.sch.uk/recruitment](http://www.littlegarth.essex.sch.uk/recruitment)

Closing date for applications: Friday 22nd March 2019 at 12 noon

*Littlegarth School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the DBS.*





# About Littlegarth



Littlegarth is a co-educational day school for pupils aged 2½ - 11 located just outside Colchester, in the beautiful Stour Valley. The School was founded in Dedham in 1940, and became a Charitable Trust in the mid-1950s, with a Board of Governors. The school has grown steadily over the years, and moved to Horkesley Park in 1994.

The original house is a fine, Grade Two Listed Georgian building set in 28 acres of landscaped farmland, with stunning views over the valley. The grounds include sports fields, gardens and pasture. The main Georgian building houses the majority of the classrooms but numerous additional form rooms have been added which blend into the grounds. An excellent multi-purpose Sports Hall was constructed in 2006.



In recent years we have purchased more land to provide extra sports pitches and we have also planted a four-acre field with over 2,000 trees which already provide an excellent environment for our Forest School sessions. Last summer we added a wildflower meadow and we also built an outdoor stage in the centre of the woodland area which will provide a delightful setting for future productions and concerts.

Littlegarth now caters for over 300 children of mixed academic ability in Nursery, Pre-Prep and Prep Departments. In the Summer Term, there will be over 50 children in our Nursery and both Lower and Upper Nursery are full from September 2018. At present there are 271 pupils in the Main School, with 111 pupils in the Pre-Prep (Reception, Y1 and Y2) and 160 in the Prep (Y3 – Y6). Pupils in the main school are organised into forms of approximately 20 pupils. Pre-Prep children are taught by their form teacher in the main, with Drama, French, Music and P.E. being taught by specialists. Prep children are also taught by specialist staff in Art, DT, Computing and Science from Y3 and in all remaining subjects from Year 4.

We aim to inspire a lifelong love of learning. Our stimulating and wide-reaching curriculum is designed to enable each pupil to develop a range of talents and to encourage self-confidence. The children enjoy growing up in an environment where the spirit of co-operation and competition combine to provide essential tools for learning.





# About Littlegarth

A distinctive feature of the school is the strong relationship between pupils and staff. This results in a warm and positive learning environment where children are relaxed, purposeful and confident. As a non-selective school our aim is to challenge every child so that they reach their full potential in all aspects of school life.

A substantial new building project has recently been completed which provides new classroom facilities for Reception and Years 5 & 6 as well as a large library incorporating IT facilities, art and design technology room, learning support, music and drama facilities. The new art and design technology room is spacious, light and filled with a range of resources. The room provides ample space for small or large scale constructive projects.

Our children move on to a wide variety of schools at the age of 11 including, the local Grammar schools, selective independent day schools and boarding schools. The school has a strong tradition of academic success with over 100 children gaining scholarship awards in the past five years.



POSITION	Co-ordinator of Art and Design Technology
REPORTS TO	Headmaster
RESPONSIBLE FOR	Carrying out the professional duties of a teacher as circumstances may require and in accordance with the School's policies.

## Description of the job:

The successful applicant will teach art and design technology to children from Years 3-6 and will work closely with staff across the school to ensure that we take advantage of every opportunity to extend the creative skills of each child and to recognise the achievements of all, whatever their ability level. The new staff member will further develop the excellent work already in place and will introduce a range of creative ideas to further inspire children across the School.

There is a spacious dedicated art and DT room incorporated in our new teaching block and we have further plans to create food technology facilities in the near future. The School is situated in the Stour Valley which is part of an Area of Outstanding Natural Beauty which helps inspire all members of the School community.

Applicants should have proven experience in teaching Art and Design Technology to a high standard. The successful candidate must be able to develop and maintain excellent working relationships with colleagues and will be required to teach further academic lessons related to his/her curriculum strengths. He/she is likely to be responsible for the pastoral care of a class of approximately twenty children. A willingness to contribute to the extra-curricular life of the school is essential.

## Key activities:

- Further develop the Art and Design Technology curriculum to inspire children from Key Stages 1 & 2 to enjoy developing their artistic, design and technological skills.
- Monitor, review and update the schemes of work on a termly basis and work with teaching staff to provide a Subject Improvement Plan in the Spring Term from which the budget can be set for the following year.
- Plan and deliver inspirational lessons in accordance with school and National Curriculum recommendations, creating a stimulating and safe learning environment.
- Keep records of progress and write formal reports for the children from Years 3-6 which will be sent home in February and July.
- Take part in Parents' Evenings and other activities involving parents which help to foster strong school/home relationships.
- Be responsible for the pastoral care of a Prep School class of approximately 20 children, adhering to and ensuring compliance with the School's Safeguarding Policy Statement at all times.
- Create and maintain a safe working environment at all times, reporting any hazards in accordance with the School Health and Safety Policy.
- Such other duties as may be reasonably expected to fulfil the functions of the post of a member of staff at Littlegarth School.

## **Responsible for:**

- Organising the subject curriculum for Years 3 – 6 and liaising with the Pre-Prep art co-ordinator.
- Ensuring the children work safely with various materials and tools – reporting any health and safety hazards in the art room to the Bursar as soon as possible.
- Teaching children the basics of drawing, painting and modelling.
- Teaching children how to develop techniques using various media, collage, pastel, charcoal, watercolour etc.
- Encouraging the children's natural abilities and stimulating their imaginations.
- Making them aware of the work of famous artists and encouraging a knowledge of different forms of art.
- Providing the opportunity to use a variety of materials for three dimensional work and introducing them to the work of well-known sculptors.
- Introducing art work from other countries and cultures.
- Accompanying children to art galleries and events.
- Attending art seminars and training courses.
- Running after school art clubs.
- Advising and planning school art exhibitions
- Monitoring the display of art work throughout the school.
- Providing art work when needed for other subjects, productions or events.
- Ordering and storing materials – managing the departmental budget.
- Supporting where necessary other staff teaching art.
- Being open to introducing a range of new ideas to develop the technological skills of the children.
- Implementing the School Safeguarding Policy to ensure that all our children are safe from harm.

## **Salary**

Competitive salary will depend upon qualifications and experience.

## **The successful candidate will be likely to fit the following profile:**

- Good honours degree with a recognised teaching qualification
- Commitment to the personal development of each child and to the ethos of Littlegarth
- Ability to inspire a love of Art, Design and Technology in children of all ages and abilities
- Keenness to develop further as a teacher in a well resourced and supportive environment with co-operative and highly motivated staff and pupils
- A willingness to embrace technological advancement
- High levels of organisational and self management skills
- Proven ability and intention to work co-operatively within a team
- Ability to develop effective professional relationships with pupils, colleagues and parents
- Contribution to the wider education of pupils through the extra-curricular programme
- High levels of communication skills, both written and spoken
- Appropriate levels of personal presentation

Thank you for your interest in this exciting post and I look forward to receiving your application and perhaps meeting you later in the term.

**Peter H. Jones, Headmaster**



# *Safer Recruitment*

Littlegarth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service (DBS).

The successful applicant will be given a conditional offer of appointment subject to the following pre-employment checks:

- identity
- qualifications
- barred list
- enhanced DBS
- right to work in the UK
- overseas check (if lived abroad)
- European Economic Area check (if applicable)
- a Section 128 Order
- prohibition from teaching
- prohibition from management
- two satisfactory references
- a complete employment history





**Closing date for application: Friday 22nd March 2019 at 12 noon**

Applications must be via an application form which should be completed in as much detail as possible; a CV can be provided only as a supplement. In your covering letter, you have the opportunity to include relevant details which might not feature in the formal application.

If you wish to submit your application by email, please send to [head@littlegarth.essex.sch.uk](mailto:head@littlegarth.essex.sch.uk). You should follow up an emailed application with a signed, hard copy by the closing date.

Postal applications should be addressed to Mr. Peter H. Jones, Headmaster, Littlegarth School, Horkesley Park, Nayland, Colchester, CO6 4JR.

You will receive an acknowledgement of application and a further response once short-listing has been completed.

If you have any questions regarding the application process please do not hesitate to telephone Carolyne Morey, Headmaster's Secretary on 01206 262332 or email [head@littlegarth.essex.sch.uk](mailto:head@littlegarth.essex.sch.uk)

Interviews will take place week beginning Monday 25th March and will consist of an interview with the Headmaster and a governor, an observed lesson and a tour of the school.

Thank you for your interest in this exciting post and I look forward to receiving your application and perhaps meeting you later in the term.

**Peter H. Jones, Headmaster**

*Co-ordinator of Art & Design Technology*





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