

ST MARGARET'S PREP



ST MARY'S CALNE

ARTIST IN RESIDENCE

FIXED TERM, SEPTEMBER 2025 - JUNE 2026

PART-TIME, ONE DAY PER WEEK



APPLICANT PACK

CLOSING DATE: 09.00 MONDAY 9TH JUNE 2025



Head: Mrs Anne Wakefield

St Mary's is an exceptional boarding and day school for girls aged 11 to 18. It is a place where students feel appreciated, celebrated, and understood by friends and staff alike. We inspire girls to achieve academically, discover and nurture their unique talents, and create lifelong friendships.

St Mary's shares its site with St Margaret's Prep, also home to the Bluebirds Nursery, enabling us to welcome children from 2 to 11 years. St Margaret's is a vibrant co-educational day school offering inspirational learning to approximately 180 pupils.

As well as innovative teaching, learning and a wide co-curricular programme, both schools offer outstanding pastoral care and, joined by the St Mary's School Sports Club, offer a warm inclusive community.

Our site provides an exceptional working environment surrounded by landscaped and natural outdoor spaces in the heart of the Wiltshire countryside. Our staff are talented and motivated and show deep dedication to fulfilling the potential of each of our students, both in and out of the classroom.

We are committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, successful applicants are required to undertake an Enhanced DBS check and a number of initial online safeguarding courses.

We look forward to receiving applications from established, or growing, inspirational Artists from any field, who can encourage students in exploration, creativity and technical skills, whilst developing their own practice in our dedicated studio space.



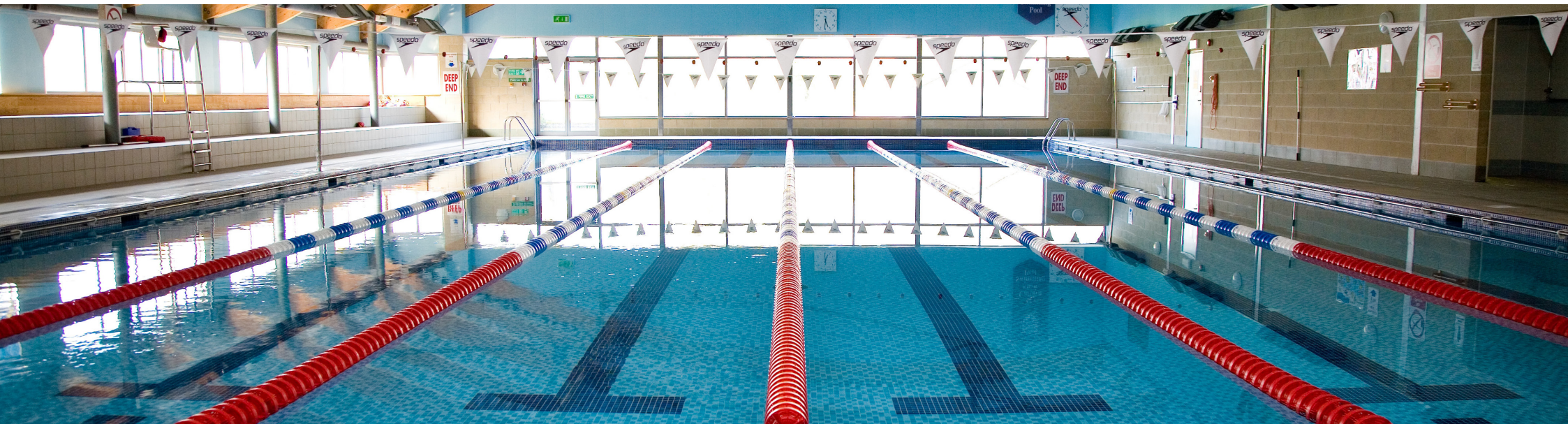
BENEFITS OF WORKING WITH US

Our schools are set in their own attractive 24 acre grounds and boast a homely atmosphere and friendly, supportive colleagues.

With a new structure introduced in September 2024, the Head, Anne Wakefield, leads both schools with support from Head of Prep, Alex Hopkins, and the Leadership Team across both sites, making this is an exciting time to join our team.

The benefits of working at St Mary's Calne include:

- An Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support
- A pension scheme with generous employer contributions (Scottish Widows)
- Employee Life Cover (death in service benefit)
- Discounted membership of the on-site St Mary's Calne Sports Club, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership
- Complimentary meals in the Dining Hall during term time
- Free on-site parking
- Use of the School Shop and Library



THE ART SCHOOL

St Mary's Calne pupils are intelligent, good-humoured and conscientious.

The nationally recognised Art Department follows a traditional Fine Art curriculum that embraces modern technology, without losing sight of the essential skills and disciplines that create confidence and build success.

This dynamic sector leading department concentrates on nurturing the skills of drawing in all its guises, as an integral response to the development of an idea from concept to realisation of intentions. Painting, sculpture, printmaking and photography are the building blocks for a strong foundation in which to explore and develop a personal response to the visual world. Critical-study also plays a huge part in understanding the cultural heritage and contextual tradition of the pupils' work. It is our role to inspire, challenge and support every girl.

Fourth Form

During these formative years, the Art Department aims to develop each pupil's confidence in their ability to use a variety of media, explore an idea and take pride in their achievement. Pupils learn how to draw, paint and develop pieces of sculpture or print. It is important to instil a sense of value and pride in the enterprise taken by the individual, and to encourage them to enjoy the sense of wonder at learning a new skill or discovery. All work is project-based, so that pupils understand that a painting or drawing is not necessarily an end in itself but could lead to other avenues of research. Pupils are taught how to develop an idea and to think laterally.

GCSE

Art is a popular option at GCSE and, by any measure, our students enjoy a great deal of success, as they build upon their previous experience of this subject. Girls study the OCR specification and last year students achieved 100% Grade 9. We aim to introduce new media and working processes to expand the students' visual vocabulary. They are taught how to develop a coursework project based on a broad theme initiated with their teacher. They become familiar with the requirements of the specification.

A LEVEL

Girls study the OCR Fine Art A Level and last year 100% of all grades were A*/A, and a number of students increasingly achieve 100% in the one or more elements of their A Level. This is essentially a practical subject designed to develop the visual, analytical and cognitive skills of a young developing artist. It builds on the experience of GCSE Art but dramatically expands understanding and scope of the students' work. They will explore a personal open-ended brief through the three main Fine Art disciplines of painting, drawing, sculpture and printmaking. More advanced methods of recording through lens and light-based media and the Adobe Suite are also explored.

Pupils are also encouraged to take part in workshops with visiting practitioners and independently visit museums and galleries in addition to the trips that are on offer locally, nationally and internationally each year.

Exhibitions take place at the end of each year, an annual display around the School on Founders Day. Pop up shows also take place during the school year. We also have a triennial London Exhibition where, in recent years, Anthony Gormley, Arabella Dorman, and Sandra de Laszlo have been our guest speaker and awarded prizes.

Person Specification

The Artist In Residence reports to the Director of Art in the first instance and is responsible for the smooth operation of working in the Art School. The main responsibilities/requirements of the post are as follows:

- Create their own work in a space provided by the department.
- Use the materials and equipment of the department appropriately.
- Be responsible for leading Life drawing with the Sixth Form in the Monday 7pm - 9pm session (Autumn term only).
- Work willingly as a member of a dynamic and creative team.
- Be flexible to support students both in and out of lessons.
- Communicate effectively and use their initiative.
- Be responsible for curating their own pop up exhibition/s of work during the school year.
- To undertake other such tasks relevant to the work or the needs of the School and Director of Art as required.
- Contribute a legacy piece of work to the school during their time in post.

Working Hours, Holidays & Salary

The post is term-time only (35 weeks per year), for 7.5 hours per week over one day (Monday), working between 1300 and 2100 (which allows for a 30 minute unpaid break and supervision of a 2-hour extracurricular activity). Term time meals are provided. Monday is the ideal day for this position as the applicant will be required to supervise the life drawing class for students timetabled on that evening.

The salary for this position is in the region of £34,000 FTE (approx £5,000 pro rated inclusive of statutory holiday pay).

Term time staff are entitled to 5.6 weeks statutory holiday pay. This is included in the salary calculation for term time employees, and all times of school holidays are regarded as non-working weeks. 'Term time' working weeks (35 full working weeks per year) do not always coincide exactly with the term weeks of the student calendar.

Holidays should not be taken in term time.



FURTHER DETAILS AND HOW TO APPLY

Research tells us that applicants (especially those from under-represented groups) can be put off from applying for a role if they do not meet all the criteria. If you think you would be a good match for this role and can demonstrate some transferable experience please apply, regardless of whether you tick every box.

Further information about the schools and sports club may be viewed on our websites:

www.stmaryscalne.org www.stmargaretsprep.org.uk www.smcsports.co.uk

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the Vacancies page of the school website or can be sent on request from:

Clare Oatley, HR Administrator (Recruitment)

recruitment@stmaryscalne.org

St Mary's School, Calne, SN11 0DF | 01249 857 264

A fully completed [application form](#), together with images of examples of work or a link to an online portfolio, should be sent to the above email address. Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 0900 Monday 9th June 2025

Proposed interview date: Monday 16th June 2025

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.



APPENDIX 1:

EXTRACT FROM OUR CHILD PROTECTION POLICY

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2024" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2018" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- » are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- » should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

