



Job Title: Art Assistant
Location: The New School

Responsible to: The Art Teacher
Contract: 7 hours per week, flexible schedule, term-time only
Salary: £13.15 ph

Starting date: 7th of May 2024

About Us:

At The New School, we pride ourselves on our commitment to holistic education, where every student is valued, respected, and empowered to succeed. Our inclusive community celebrates diversity, fostering an environment where individuality is celebrated, and all voices are heard. Our Art provision is a central part of our school, where we focus on well-being and personal development and empower students to explore their passions and take ownership of their learning journey. We cultivate curiosity, creativity, and critical thinking skills through innovative teaching practices and a culture of collaboration.

Position Overview:

We are seeking a dynamic and dedicated Art Assistant to join our creative team. The Art Assistant will play a crucial role in supporting the Art Teacher by assisting in various tasks ranging from managing student portfolios to maintaining a tidy and organised learning environment. This role involves working closely with young people, teachers, and other staff to ensure the smooth operation of lessons and art-related activities and events.

Who are we looking for:

This role is ideally suited for someone who wants to work flexibly, is passionate about our radical model of education and seeks to deepen their experience within an artistic environment, offering the opportunity to gain hands-on experience in facilitating workshops and providing support to students.

Key Responsibilities:

Portfolio
Coordination:

- Organise and maintain student portfolios, ensuring artwork is properly labelled, stored, and presented.
- Assist students in documenting their creative process and progress through photography, digital scanning, or other methods as needed.

Studio Maintenance:

- Clean, wash, and organise art materials, tools, and equipment.
- Maintain a tidy and conducive studio environment by regularly clearing and organising materials and workspaces.
- Assist in setting up and dismantling art displays around school, exhibitions, and installations.

Classroom Support:

- Prepare materials, set up equipment, and assist students as directed to support the Art teacher during lessons and workshops.
- Offer guidance and assistance to students working on art projects, ensuring they understand instructions and know how to explore new techniques.
- Supervise students during break times, ensuring their safety and adherence to our Behaviour Policy.

Teacher Support:

- Collaborate with art teachers to facilitate effective learning experiences and provide additional assistance to students with special needs or learning challenges.
- Assist in the preparation of teaching materials, lesson plans, and demonstrations.
- Help maintain an inspiring and creative atmosphere in the Art Room.

Displays and Exhibitions:

- Assist in the design, installation, and maintenance of art displays, showcases, and exhibitions throughout the school and externally.
- Collaborate with teachers and students to curate thematic displays that showcase student artwork.

Time Commitment:

The Art Assistant role requires a commitment of seven hours per week, split over at least two days. The specific schedule can be arranged flexibly to accommodate the needs of both the candidate and the school.

Qualifications:

- Strong organisational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with a passion for working with young people and supporting their artistic development.
- A willingness to learn and adapt to new methods and approaches.

- Ability to work collaboratively as part of a team and independently with minimal supervision.
- Flexibility to adapt to changing priorities and responsibilities as needed.
- Commitment to upholding the values and mission of The New School and promoting a positive learning environment for all students.

How to Apply:

To apply, please submit your CV along with a personalised Cover Letter. In your letter, share what excites you about the prospect of working with us and provide a brief overview of your education and employment history in chronological order. Don't forget to highlight any relevant experiences or skills that make you a great fit for this role.