



## MARLBOROUGH COLLEGE

### Job Description

**POSITION:** Graduate Artist-in-Residence

**DEPARTMENT:** Art

**REPORTING TO:** Head of Art

**ALLOWANCE:** £10,400 per annum (Sept to June) plus expenses up to £2,200 per annum for materials .

**HOURS OF WORK:** This is a full-time post and includes evening and weekend working, as required.

**TENURE:** This is a fixed-term appointment running from 1<sup>st</sup> September 2025 through 28<sup>th</sup> June 2026

#### The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-

old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at [www.marlboroughcollege.org](http://www.marlboroughcollege.org).

### **Marlborough College Mission**

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

### **About the Department**

The purpose-built Art School, which opened in September 2005, accommodates seven working studios: a central drawing studio adjoined by Sixth Form workstations, two painting studios, two further studios also containing etching facilities, with a third housing an Albion and a Columbian press for relief printing. The remaining studio holds a significant portion of the Department's still-life resources. The building also contains a staff office, an excellent reference library, large lecture room with projection facilities, a purpose designed darkroom, photographic studio, an iMac computer suite with 13 workstations, a preparation room and store room. The ceramics and drawing studios are located in an adjacent building; also adjacent is our Mount House Gallery, where exhibitions by external artists and our pupils' work are displayed.

The Art School seeks to provide a lively, stimulating and supportive environment, where pupils are tutored and encouraged to investigate and research ideas within a structured programme of teaching.

Art is taught by a team of five full-time teachers, who are each practicing Artists. Great emphasis is placed upon team-work, communication and humour! Each Art member has his/her own area of professional responsibility and expertise. The primary disciplines within our curriculum are painting, printmaking, drawing, ceramics, photography, textiles and sculpture, but this does not pre-empt further development. The Head of Department is responsible for co-ordinating the best teaching strategies and for formulating a philosophy that gives direction and purpose to the Department above and beyond its significant examination commitments.

The Art School employs three technicians and appoints an Artist-in-Residence annually. The Department is open seven days per week during term-time. Teachers run co-curricular option classes and provide support for our pupils' development through weekly studies and prep sessions. Afternoon sessions during weekends in the Art School are staffed on a rota basis.

All pupils in their first year (Shell), study Art once per week. Second year pupils (Remove) have the opportunity to opt into the two-year GCSE AQA Fine Art course. In the Sixth Form, pupils have the opportunity to study the OCR A level Fine Art or Photography course. Each year, our pupils regularly gain places on Art Foundation, architecture, and other specialist degree courses.

Our pupils are encouraged to explore the varying relationships between art mediums. Inspiration is further gained by tuition in both contemporary and traditional art practices. Whilst it is essential that the requirements of the examination criteria are firmly met, high value is placed on developing pupils' individual approaches and outlook when making art.

## **Key purpose of the role**

**The value of having an artist working on site for an academic year is significant and their presence enables:**

- Pupils and teaching staff to witness at first-hand the process and influences involved within the creation of art.
- The opportunity for pupils and staff to work alongside an individual who is a practicing artist.
- The opportunity for teachers to incorporate the Artist's work within class projects and enable pupils to interact and ask questions of a practising artist.
- The promotion of their artistic specialism within the Art school, the college and wider community

## **Main areas of the role:**

**During the year, the departments expectations include the following:**

- Curating an exhibition of their work, 'Introducing the Artist'. This should take place in the first month of residency (September).
- Creating artwork during their residency, leading towards a solo exhibition towards the end of the residency, held in the Mount House Gallery during the Summer Term (June).
- Delivering two lectures, to Art and Art History pupils, on own practice, inspirations and aspirations. One would be in the first month of the residency, during the Michaelmas Term (September) and the second in the Lent Term (February).
- Ensuring that the Artist-in-Residence studio space is a lively, productive and inspiring environment.

## **Additional Duties**

**Within the educational environment they should also be willing to be involved in the following:**

- To work alongside members of the Art School in lessons (arranged in advance) and on some occasions, may be asked to cover lessons.
- Offering a weekly afternoon activity for Lower School pupils (1 hour) (within the Artist's own art specialism)
- To be part of a rota to oversee evening and weekend sessions in the Art School.
- To hold workshops (up to 6 across a term) with Scholars and Sixth Form Art pupils.
- To be willing to help to curate and organise the Art Scholars' annual exhibition.

## Person Specification

	Essential	Desirable	
<b>Education and qualifications</b>			<b>Method of testing</b>
Degree educated or recognised alternative, including relevant demonstrated industry experience within the Art/ Creative sector	✓		Covering Letter CV/Application Form Pre-Interview Screening Interview
<b>Knowledge and Experience</b>			
Demonstrated enthusiasm for a range of Art disciplines	✓		Covering Letter  CV/ Application Form  Interview  References
Experience of working in a school or regulated environment		✓	
Experience of working in a Boarding/ Residential environment		✓	
Experience of teaching or mentoring		✓	
Good level of IT Competency (Microsoft Office)		✓	
<b>Skills and Abilities</b>			
Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school	✓		Covering Letter  CV/ Application Form  Interview  References
Ability to live within the College community and a flexible approach to duties undertaken, including involvement in community life	✓		
A willingness to undertake continuous professional development	✓		
Positive role model, demonstrating self-motivation and mature interpersonal skills	✓		
Excellent verbal and written communications skills	✓		
Approachable and confident demeanour	✓		
Flexibility to adjust to change and development	✓		
Ability to work as part of a team, building strong working relationships with all colleagues	✓		
The ability to organise, be self-motivated and work independently and problem solve	✓		
Ability to handle confidential information with complete discretion	✓		

## General Responsibilities

### Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

### Safeguarding Statement (Updated Mar 2024)

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

### **Confidentiality & Data Protection**

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

### **Health & Safety**

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

### **Mandatory Training**

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling
- Online Safety Training

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

### **Job Description**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

**Signed:** ..... **Date:** .....

**Print Name:** .....