



# King Edward's

WITLEY

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## Job Description – Graduate Assistant Art & Resident Tutor

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### Overall Purpose

We are offering a placement for a graduate or equivalent, who may want to gain experience of working in a school environment prior to training as a teacher.

Reporting to: The Head of Art

Location: King Edward's School, Witley (KESW).

Direct reports: Nil.

Hours of work: Full time, these will vary depending on the needs of the School and are to be negotiated with the successful candidate.

Annual leave: As per school holidays unless otherwise agreed.

Duration of Employment: September 2026 – July 2027

Accommodation: Single accommodation is provided within a boarding house, in addition to all meals during term time. The accommodation, which also has cooking facilities, is available throughout the year.

Terms: Due to the nature of resident tutor roles, as part of this position, accommodation will be provided, including board, and a competitive salary (dependent on age) in return for variable hours and days worked to support events and functions within the school calendar. More hours are likely to be required prior to an event but less at other times. Paid additional residential duties may also be available for the right candidate.

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### Main duties and Key Responsibilities

- Graduate Assistant to work in different functions across the whole school, but the majority within the Art Department. Part of your role will include working alongside the Art and Textile class teachers to assist, design, develop, and deliver exceptional lessons. You will have the responsibility of holding one art carousel club once a week after school, and supervising prep club, house duties.
- To be available to give pastoral support to the pupils within house.
- Be an excellent enthusiastic role model who wants to pass on their skills to young people.
- Should have skills and experience in at least one of the key areas of art in the School such as ceramics, printmaking, textiles, photography as well as a good grounding in drawing and painting.
- Be able to work effectively with the extended team of staff in each department, assisting as required and giving and taking advice as necessary.
- Assist with department administration and lesson preparation.

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- Deliver workshops personally and support the coordination and hosting of visiting artists.
- Assist the Art Technician and undertake light technician duties in his/her absence.
- Be able to use ICT in an effective and organised manner.
- Live and work within a residential boarding House including evenings and weekends. Associated pastoral duties may include organisation and assistance with evening activities / overnight duty for boarders, supervising prep, free time and lights out.
- Join in the life of a busy boarding school in areas as directed by the Head.
- Accompanying school trips and expeditions on occasion.
- Have the ability to assist in the teaching of GCSE pupils and preferably A Level pupils.

#### Person Specification

##### Essential

- Have experience of Art at a very high level e.g., art degree or equivalent
- Be equally comfortable teaching male, female or mixed classes.
- Be an excellent enthusiastic role model who wants to pass on their skills to young people.
- Be able to use ICT in an effective and organised manner.
- Ability to prioritise effectively and work as a team.
- Have excellent communication skills; both written and spoken.
- Must be flexible, organised and possess a 'can do' attitude.
- Attention to detail, meeting deadlines and the ability to work under pressure are essential.
- Interest in working in the education sector is essential.
- Be able to work effectively with the extended team of staff in each department, assisting as required and giving and taking advice as necessary.

##### Desirable

- A degree in the relevant subject
- Prior experience in working with young people.
- Demonstrate the ability to teach or coach Art carried out at KESW to a very high standard.
- Experience of volunteering within university, school, college or a club.
- Sympathy with the ethos and aims of the department, School and of the Foundation.
- Demonstrate creative and innovative thinking for developing volunteering ideas within a school setting.

## **FURTHER INFORMATION:**

### **King Edward's – yesterday, today, tomorrow**

#### **YESTERDAY**

Nicholas Ridley, Bishop of London, convinced the boy King Edward VI to grant his palace at Bridewell on the banks of the Thames to the Lord Mayor of London, so creating the parent foundation – Bridewell Royal Hospital – as a place for the training and education of poor children in 1553. In 1860, the new charity scheme for Bridewell Royal Hospital was created and the House of Occupations was renamed King Edward's School admitting boys and girls from aged 10.

The pupils from King Edward's Boys' School moved to its current site in Witley in 1867 and the School now occupies around 100 acres of stunning Surrey countryside. The School marked the 150th anniversary of the Witley school on its current site in 2017 and will celebrate its 475th year in 2028.

#### **TODAY AND TOMORROW**

We are steadfastly proud of our heritage and longstanding engagement with the City of London through Bridewell. King Edward's Witley, Barrow Hills School and Longacre School are the operational arms of Bridewell Royal Hospital, a charitable foundation from which both schools inherit a culture with diversity, generosity, opportunity and social responsibility at its heart, combining a global outlook with a sense of local belonging. More concretely, a significant endowment from Bridewell allows us to provide boarding places to pupils with a clear boarding need – our Foundationers.

King Edward's holds true to its Founders' mission to offer a foundation for life to young people from a range of backgrounds. At King Edward's this means an exciting and challenging curriculum, a broad range of sporting, artistic, social and cultural opportunities and an environment which is specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

Pupil experience is at the heart of what we do. The School has over 480 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with around 100 boarders accommodated in Houses including an Upper Sixth pre-university House. All pupils, day and boarder belong to a House and are cared for by their Housemaster/ Housemistress and their team.

Around 38% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge, and leading European or US-based universities.

Our heritage continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare bursaries through Bridewell Royal Hospital, livery companies and other charities, for young people who are less advantaged and who have a particular need for a boarding education. Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment. The Head is a member of HMC.

**The Area:** King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

**Child Protection:** *King Edward's School Witley is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants are required to complete an Enhanced disclosure through the DBS. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders policy. Shortlisted candidates will also be reviewed on social media/on-line platforms. We particularly welcome applications from under-represented groups.*