

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Art Assistant

Responsible to: Head of Art and Design

DUTIES:

- To contribute 17 hours per week to the Art department:
 - Tuesdays and Fridays – 9.30am to 17.00pm
 - This is a term time only role.
- To run and contribute to after School Art clubs both general and for GCSE and A level pupils
- To lead Junior Art activities.
- To support Art staff in KS3 and KS4 classes.
- To maintain and organise displays in classrooms corridors and elsewhere throughout the school.
- To help organise the annual exhibition for Founder's Day as well as the annual Arts Show.
- To help to prepare and clear practical lessons.
- To help to organise materials and maintain stock
- To create resources/worksheets for project based work for a variety of ages

The Royal Alexandra and Albert 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 an Enhanced DBS check.