



TONBRIDGE
SCHOOL

ARTIST IN RESIDENCE

Fixed-Term Contract from APRIL 2026



THE DEPARTMENT AND POST

The Governors of Tonbridge School wish to appoint an inspiring Artist/Ceramicist in Residence on a fixed term contract basis for Summer and Michaelmas Term 2026 (April to December 2026). This is an exciting opportunity for a Fine Art/Design graduate or aspiring Artist/Artist Educator who is looking to develop their skills and experience and work in an outstanding Art Department with exceptional facilities.

The successful candidate will join a department comprising three experienced subject specialists and two technicians. The department is housed in a purpose-built facility comprising three large, bright studio spaces plus a well-resourced ceramics studio, printing presses, photo stencil screen-printing, a large photographic darkroom, photographic lighting studio and a superbly stocked Art library.

Art and Photography are taught to all pupils in Year 9 and then as optional subjects from Year 10. Boys in Year 10 and Year 11 follow the OCR GCSE Fine Art or Photography courses and OCR A level Fine Art in the Sixth Form. Results at GCSE and A level are impressive – full details of recent results can be found on the School website.

The department also has a rich co-curricular programme of exhibitions and trips, clubs, societies, and activities, as well as an annual House Art competition



JOB DESCRIPTION

Job Title Artist in Residence

Reporting to Head of Art

Main Purpose To support the Head of Art in all the activities alongside developing personal creative practice.

The Job Description below is, of necessity, brief. Further details of School systems and procedures will be provided to the appointed person and full onboarding/induction training.

MAIN DUTIES AND RESPONSIBILITIES

Academic Activities:

- Assisting/teaching up to 12 lessons per week.
- Supporting students in the development of their creative work.
- Provide technical assistance to students with specific projects where appropriate.
- Supporting the department with the administration and running of academic trips.

Co-curricular Activities:

- Oversee Art Society (Art Club).
- Provide workshops during Afternoon and weekend Activities Sessions.
- To work with the Head of Art to deliver outreach.
- Provide support to the department with the installation of Exhibitions.
- Engage the broader School community through personal creative practice.

Other Duties:

- Other duties that the Headmaster or Senior Colleagues might reasonably request.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Essential skills and qualifications

- A good degree or equivalent qualification in Fine Art or a related subject.
- The self-assurance and energy required to manage a class of lively, intelligent 13-year-olds.
- Readiness to assist in all areas of the Art Department.
- Good organisational and administrative skills.
- Enthusiasm for all aspects of Art and visual creative practice.

- A commitment to the value Art in education.

Desirable skills and qualifications

- A specialism in Ceramics.
- A post graduate qualification in Fine Art or a related subject.
- Experience of teaching Art or leading practical workshops.
- Experience of working with young people.
- Ability to teach Life Drawing.
- A willingness to contribute to the boarding/pastoral side of the School.

HOURS OF WORK

This is a part-time, term-time post of 3 days per week on a fixed-term contract basis, for two terms (Summer and Michaelmas Term 2026).

School hours are:

- Monday to Friday: 08:35 – 18:05
- Saturdays: 08:35 – 12:45
- Sundays: 13:00 – 17:00

The post-holder will assist/teach a timetable of up to 12 periods (40 minutes each) per week.

Within the School week, the applicant will have dedicated time for the development of personal creative practice. There is an expectation that the successful candidate would make use of the extensive facilities in and dedicated studio space on days when not performing School duties.

The applicant will be expected to support a range of out-of-hours and occasional weekend events and activities, such as exhibitions, trips, and Sunday workshops so a flexible approach to working hours is required.

REMUNERATION AND BENEFITS

- A daily rate of £150.
- Use of the Department's extensive facilities and a dedicated work space.
- Pension Scheme.
- Subsidised Sports Centre membership (staff rates) including use of gym, squash and tennis courts, and a swimming pool.
- Subsidised EM Forster Theatre tickets (selected performances).
- School lunch and refreshments are provided on the days when you are at work.
- Membership of the School Library.
- Staff car parking.

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at

<https://www.tonbridge-school.co.uk/jobs>

Applications forms should be accompanied by a short letter of application, a current curriculum vitae, and the names, addresses, and telephone numbers of three referees.

Apply via our online application form or, send your completed application form and accompanying documents to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Thursday 12 March 2026 at 12 noon

Interviews: From Monday 16 March

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

A willingness to take part in the wider life of a boarding school is expected and candidates are asked to give an indication of their interests in their letter of application.

The selection process will typically involve

- A tour of the School.
- Lunch in a boarding or day house.
- Interview with the Head of Art

If circumstances dictate, these interviews may be conducted virtually.

For information about the Senior Team, please visit:

<https://www.tonbridge-school.co.uk/about/senior-team>



**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press