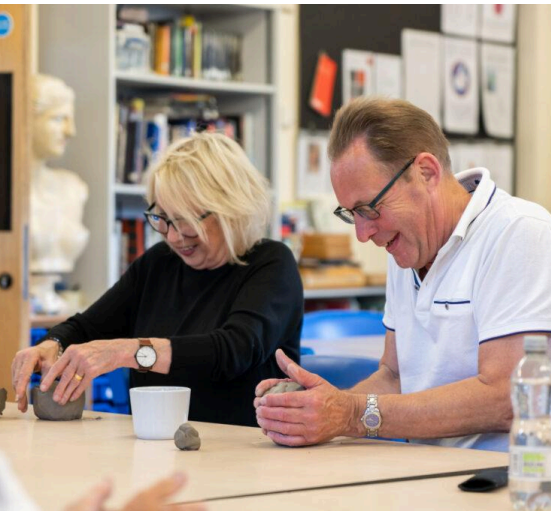


ART DEVELOPMENT OFFICER

Grade 7 SCP 15-22

Candidate Information Pack
02 September 2025



Welcome from the Chief Executive

Welcome. It is with great pleasure and enthusiasm that I extend a warm welcome to you from our academy trust.

Providence Learning Partnership is a new trust, initially established with Durham Sixth Form Centre who will be joined by Durham Mathematics School in the near future. Based in Durham City centre, Durham Mathematics School will be a specialist academy for A Level mathematicians who also have a keen interest in computer science and / or physics. We continue to work very closely with the Department of Education and Durham University in realising DMS and look forward to making further announcements about it in the coming months.

Our Trust is dedicated to empowering students to become lifelong learners, critical thinkers and compassionate leaders. We value:

- High quality, inspirational teaching and learning.
- Excellent support, care and guidance.
- Personal and professional integrity.
- Ambition and progress for our students, our communities and ourselves.

Together, we embark on a journey that prioritises academic achievement, nurtures talent, and promotes a holistic approach to education. Through collaboration, dedication, and a shared vision, we aspire to create an environment where every individual can thrive and reach their fullest potential. Our students are placed at the heart of our decision making which is reflected in our Vision and Aims.

Trust vision | Our Trust prioritises excellence in teaching and learning, recognising the uniqueness of each student in celebration of diversity and inclusion. Working collaboratively, we embrace expertise and innovation, contributing to the North of England through the cultivation of lifelong learners.

Trust aims | We enable our vision through the following aims, which are supported by actions in our Trust Development Plan.

- **Student success:** We will empower our students to achieve their full potential in a nurturing and inclusive environment underpinned by high-quality, inspirational teaching and learning. Through fostering a culture that emphasises wellness, resilience and challenge, we will support our students to both consistently achieve above the national average and develop the skills needed to thrive in a dynamic educational landscape.
- **Educational excellence:** We will lead and champion excellence through the development of extensive and sustainable educational partnerships and networks and through local mathematics, arts and literacy outreach programmes which enhance engagement and enrich our community.
- **Responsible growth:** We will expand our Trust responsibly and with integrity, mindful of the need to maintain alignment with our values.

Our collective efforts continue to shape the future of our education provision, embracing diversity, inclusion, and the pursuit of knowledge. As a community, we value the input, creativity, and expertise of each member, understanding that it takes a collaborative effort to create an exceptional educational experience.

I encourage you to actively engage, share your ideas, and contribute your skills to our shared mission. Together, let us inspire, support, and empower one another, laying the foundation for a brighter tomorrow. I am excited about the possibilities that lie ahead and look forward to the incredible journey of growth and success that we will potentially undertake together.

Ellen Beveridge
Chief Executive

Welcome from the Principal

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is a large post-16 provider based in the North East of England, with approximately 1,700 students on roll. We are situated in the middle of Durham City centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 60 different secondary schools from across County Durham, Sunderland and into Northumberland.

In 2017 we were graded an 'outstanding' post-16 school, this is reflected in our recent Ofsted monitoring visit report, 2024. Our students have an excellent record of success, which they work hard to achieve. Trends over time demonstrate the following headlines:

In academic qualifications:

- Progress (VA) has been consistently above the National Average (NA) and was graded above average in the 2025 performance tables.
- A Level average point score (APS) is significantly above the NA and places us in the top 6% of schools and colleges nationally.
- 71% of students achieved A*- B A Level grades in the summer 2024.

In applied general qualifications:

- Progress (VA) has been consistently above the NA and was graded above average in the 2025 performance tables.
- Overall attainment (APS) is consistently above the NA and is ranked in the top 2% of schools and Academies nationally.
- 92% of students achieved Dist*-Dist grades in the summer 2024.

We recently celebrated 110 years in education. We are housed in various buildings, often referred to as a mini university setting. Our site comprises a 1913 former girls' grammar school, which was converted to sixth form accommodation in 1983. In addition to the original building, there is now a science specific wing; a 200 seated theatre; our Hunter resource centre; visual arts centre and Freeman's Quay leisure centre. In 2019, we expanded further to include our digital media centre, which houses a grab-and-go café, conference facility, TV studio, small cinema room and additional classroom space. We also have a dedicated Art Gallery on site, the Dead Dog Gallery, with an ever changing exhibition and community programme in place.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Gold (we are waiting for the outcome of the IIP judgement against Platinum status) and Governor Mark among others. Our most recent full Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

Our school operates according to the Values of our Trust which help determine the culture, ethos and atmosphere of Durham Sixth Form Centre.

If you are energetic and passionate about post-16 education, and have the skills and aptitude required for the role, then we would welcome your application and look forward to meeting you in the near future.

Jo Lain
Principal

Dead Dog Gallery is:

- ...a free, contemporary arts space in the heart of Durham City.
- ...a space to **experience** exhibitions, to **create** and **participate** in a programme of events, activities and classes.
- ...an **inclusive** space to support our immediate, local and regional communities.

With a mission to bring creative communities together

Our purpose is to:

- ...support early career artists.
- ...deliver a community programme.
- ...deliver a children and young people's programme.

To find out more about our work, visit our [website](#)



The Role

JOB TITLE	Art Development Officer
CONTRACT TYPE	Fixed term-maternity cover, whole time
HOURS	Part time, flexible, 20 hours per week
GRADE	Grade 7 SCP 15-22, £29,093-£32,654 (£15,726 - £17,651 p.a.) pay award pending
START DATE	02 September 2025 - 17 July 2026

ADVERT

We are looking to appoint an exceptional **Art Development Officer** to join our outstanding team at Durham Sixth Form Centre — a place where ambition meets artistry and students are empowered through creative opportunity.

At Durham Sixth Form Centre, we don't just value the arts — we live them. This role offers a rare chance to shape a bold, forward-thinking arts programme that puts creativity at the centre of education and community engagement.

What makes this role exciting?

- Drive the development of a vibrant and inclusive arts culture across our sixth form and local community.
- Champion creative opportunities for students and staff — from exhibitions and workshops to partnerships with cultural organisations.
- Collaborate with a dynamic Arts Excellence team to deliver innovative, high-impact projects.
- Build bridges between education and the wider arts sector, helping our students access real-world creative pathways.
- Be part of a centre that is expanding, thriving, and passionate about arts advocacy.

We are looking for someone who:

- Is an inspiring advocate for the arts with a strong understanding of their educational and societal value.
- Can design and deliver engaging arts initiatives that connect with diverse audiences.
- Is highly organised, creative, and confident in managing events, partnerships, and outreach work.
- Builds excellent relationships with students, staff, external partners, and community groups.
- Thrives both independently and as part of a collaborative team.
- Shares our values and is committed to making a real difference in young people's lives.

Why choose us?

- Join an 'Outstanding' sixth form (Ofsted, 2017) with a strong culture of success and innovation.
- Be part of a supportive, values-led Trust committed to professional growth and inclusive practice.
- Access a wide range of CPD, leadership development, and networking opportunities.
- Help shape a creative offer that extends far beyond the classroom — and into the community.

The Person

- Sets consistently high standards for themselves and others in delivering and promoting high-quality arts engagement.
- A natural innovator who brings fresh ideas and imaginative approaches to arts education and engagement.
- Deeply values the role of the arts in young people's development, education, and wellbeing — and can articulate that with clarity and conviction.
- Builds positive, productive relationships with students, staff, and external partners with ease. A team player who thrives on shared success.
- Able to connect with a range of audiences through clear, confident verbal and written communication.
- Manages multiple projects with attention to detail and a strong sense of responsibility. Sees things through from idea to impact.
- Embraces diverse perspectives, champions equity in the arts, and seeks to engage a wide range of communities and audiences.
- Comfortable adapting in fast-paced or evolving environments, and stays calm under pressure.
- Believes in the potential of young people and actively seeks ways to inspire, mentor, and unlock their creative confidence.

Job Description

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our Trust which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the academy's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

KEY RESPONSIBILITIES

1. **To support the day-to-day management of the Dead Dog Gallery by:**
 - Managing existing voluntary and paid schemes of staffing that support The Dead Dog Gallery.
 - Researching, identifying and writing funding bids that support the realisation of our exhibition, education and public programmes.
 - Maintaining accurate record keeping linked to funds management, visitor engagement and evaluative report writing.
 - Further develop our planned programme of exhibitions, events and classes.
 - Being responsible for the planning and realisation of scheduled exhibitions and events in The Dead Dog Gallery including tasks linked to curation, marketing and publicity, communications, public relations, engagement and collaboration.
 - Promoting the Dead Dog Gallery by updating our website and sharing our work across social media platforms.
 - Updating information on external listings sites to ensure our offer is shared more broadly.

2. **To maintain and manage our AiR programme by:**
 - Maintaining and managing our AiR programme, ensuring it continues to be fit for purpose, of benefit to early career artists and our students, is recompensed appropriately and is the pipeline for future DDG exhibitions.
 - Being a single point of contact for our AiR's, inducting them into our department, ensuring they are comfortable and confident within a busy department, supporting them to access the wider benefits associated with the residency and liaising with staff to ensure their work with students is targeted and outcome focussed.
 - Working collaboratively with our AiRs to realise the ambition of their proposal whilst ensuring projects are deliverable within budget and appropriate for our setting.
 - Following our Standard Operating Procedures to ensure that our artists are inducted appropriately into our organisation and that our contractual obligations to them are met in a timely fashion.
 - Leading on the E-AiR residency in collaboration with the Art Department.

3. **To maintain and manage our community programme by:**
 - Planning, managing and delivering our community programming for 2025/26 in liaison with our AiR team.
 - Promoting our offer, managing bookings and correspondence with our community class members.
 - Securing new and managing existing funding so that we can meet the requirements of our applications and sponsors.
 - Providing impact surveys and/or evaluative information as required.
 - Organising a community programme that is derived from our exhibitions and AiRs and supports the ambitions identified in funding applications.
 - Committing to flexible hours in order that our weekly community class offer is staffed and overseen.
 - Seeking ways in which to continually improve and develop our offer from feedback received.

4. **To support the development of our Children and Young People programme by:**
 - Maintaining our existing primary school offer, building upon the work undertaken in 23/24 and 24/25.
 - Collaborating with our summer 2026 exhibition, design a primary workshop/visit and supporting resources that makes links between KS1/2 curriculum and the work exhibited.
 - Liaising with partner schools to organise and facilitate trips.
 - Managing a budget to ensure this aspect of the programme is deliverable.
 - Working collaboratively with our work experience lead, to enable a programme of primary voluntary work.

- Documenting the success of this programme and working collaboratively with our design team to create impact surveys and infographics.
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5. To contribute to and support the delivery of our broader Arts Excellence offer by:

- Championing excellence and advocating for the arts through the broader development of arts outreach programmes which enhance engagement and enrich our community.
 - Being involved in the planning and delivery of high profile partnership work, involvement in national events and outward facing advocacy for creativity.
 - Contributing towards the writing of our Artsmark submission.
 - On occasion, support the art department team by supervising after school, holiday catch up sessions and/or school trips.
 - On occasion, support the art department team by working previews and events beyond the school day.
 - On occasion, support the work of our Foundation Art, Design and Media programme (supervision, tutor, mock interviews, student 1:1s).
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UPHOLD THE PROFESSIONAL STANDARDS OF THE SCHOOL BY:

- Being a role model to students through personal presentation and professional conduct.
 - Attending staff meetings and briefing, as required.
 - Arriving at sessions, on or before the start, and to begin and end on time.
 - Being familiar with academy, department and faculty handbooks.
 - Striving for personal and professional development through active involvement in appraisals.
 - Maintaining a working knowledge and understanding of the National Occupational Standards for Support Staff.
 - Undertaking any reasonable task as directed by any senior member of staff.
 - Being involved in extracurricular activities where appropriate and in line with the Local Collective Agreement 2012.
 - Establishing a climate for learning in line with the academy's policies and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.
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MODELLING

- Model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement.
 - Help build, communicate and implement a shared vision.
 - Be a role model and actively promote high expectations for all members of the school community through your role within the structure.
 - Contribute to the efficient management of school routines.
 - Being an appraisal team member in line with school policy.
 - Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
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TRAINING/QUALIFICATIONS

- The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Headteacher.
 - Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.
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ADDITIONAL HOURS

- In the event where the Principal requests additional hours to be worked over and above the contractual hours, TOIL will be given at a flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Principal.

Person Specification

QUALIFICATIONS AND TRAINING	Essential	Desirable
Level 4 or higher qualification in a direct or relatable field.	*	
Evidence of further development linked to the core responsibilities of the role.		*
EXPERIENCE AND KNOWLEDGE		
Experience in the creative sector would be beneficial.		*
Experience of working with children, young people and/or community groups.		*
Experience of teaching, tutoring and/ or facilitating learning.		*
Experience in an arts producer role would be beneficial.		*
Knowledge of social media platforms for business use.		*
Confidence in administration abilities.	*	
SKILLS		
IT proficient and ability to navigate financial spreadsheets.		*
Ability to prioritise workload and multitask.	*	
Self-motivated and able to use own initiative.	*	
Ability to integrate into a team environment.	*	
PERSONAL QUALITIES		
Effective time management and personal organisation.	*	
Strong interpersonal skills.	*	
Flexible and agile approach to fast moving project work within a busy team.	*	
Strong communicator.	*	
Meticulous attention to detail.	*	
COMMITMENT, EQUALITIES AND SAFER RECRUITMENT		
Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.	*	
Promote and safeguard, at all times, the welfare of children and young adults.	*	
Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	*	
Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues.	*	

Application Guidance

APPLICATION FORM

The Application Form should be completed using the GoogleForm which can be found by clicking this [APPLY NOW](#) link or visiting our website: www.durhamsixthformcentre.org.uk/vacancies/

APPLICATION LETTER

The supporting Letter of Application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

RECRUITMENT DATES

CLOSING DATE	10am, Thursday 8th May 2025
INTERVIEW DATE	<i>Provisionally</i> , Friday 16th May 2025

Should you need any further assistance please contact louise.feasey@durhamsixthformcentre.org.uk
Applications received after the closing date/time will not be considered.

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidates Guidance

REFERENCES

All appointments will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers. References will be requested prior to interview, except for support staff roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Providence Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. We conduct pre-employment checks in line with 'Keeping Children Safe in Education' and the Trust's Safeguarding Policy which is available on our website.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Appointments will have a right to work in the UK check, an enhanced DBS check and a further check against the appropriate barred list. Please note this post is exempt from the Rehabilitation of Offenders Act 1974.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Staff Benefits

At our Trust, we deeply value the health and wellbeing of our staff, recognising that a happy, supported team is essential to delivering the best outcomes for our students. We are committed to fostering a positive working environment where staff feel cared for, empowered, and equipped to thrive both personally and professionally.



Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).



National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.



Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.



City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.



Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.



Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.



Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.



Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.



Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.



Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers, discounted gym membership and cycle to work schemes.



Free Will Writing Service

Organised through the Financial Guys, all staff are provided with a free single basic Will which also includes a 50% discount for partners.



Blue Light

Blue Light Card have now added Teaching and Support staff to the list of careers that are able to apply for their card. When applying please upload your staff ID badge as evidence.