

The Leith School of Art
25 North Junction Street
Edinburgh EH6 6HW

Telephone: 0131 554 5761
Web: www.LeithSchoolofArt.co.uk
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Leith School of Art – appointment of Principal

A welcome from the Chair of the Board of Directors

Thank you for your interest in Leith School of Art and in our search for a new Principal. As you delve into the following pages I hope you will gain a sense of what makes Leith School of Art unique and this vacancy so special.

Leith School of Art is held in great respect by artists far and wide and in genuine affection by all who are associated with it. Leith means a great deal in different ways to different people of course, but if two things stand out it is the excellence of the teaching and the sense of community and support that surrounds it. There are many who can describe the experience of studying at Leith as life-changing, whether as a springboard to an artistic career or privately as a way to find, or rediscover, fulfilment, self-connection and expression. Our means-tested Assisted Places and Community Classes open the door to many for whom the opportunity to learn about art and design would be beyond reach on cost grounds.

With the forthcoming retirement of our current Principal, we are at a highly significant transition in the story of Leith School of Art, and this is a very exciting opportunity for an artist with a passion and vision for art education to play a leading role in shaping the next chapter. If you are considering whether this vacancy might be for you but are not yet familiar with the School, our website www.leithschoolofart.co.uk provides a comprehensive overview, and a printed application pack with copies of our prospectus and other information material is also available on request. You are also very welcome to visit.

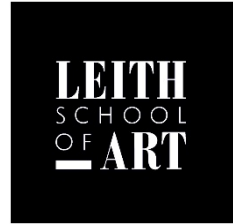
With best wishes.

A handwritten signature in black ink that reads 'Alistair Hector'.

Alistair Hector
Chair of the Board of Directors
Leith School of Art

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Leith School of Art

Appointment of

PRINCIPAL

Introduction

Now in its 30th year, Leith School of Art in Edinburgh is an independent college of the visual arts which has built an outstanding reputation for student-centred tuition and an inclusive community ethos. We are passionate about teaching art and design and our students thrive in the inspiring, creative and academically grounded learning environment of the School's two campuses.

Leith School of Art now seeks a new Principal to succeed Philip Archer on his retirement after 27 years of exceptional service to the School.

This is an exciting opportunity for an artist with a passion and vision for art education who will embrace the tradition and values of this unique art school while bringing the leadership and innovative drive which will shape the next chapter in its remarkable story.

About Leith School of Art

Leith School of Art was founded in 1988 by art teachers, Mark and Lottie Cheverton, with the aim "to create a School with a vital artistic life where both tradition and innovation work together allowing students to produce work of distinctive quality and character". Their wide experience of teaching art drove the belief, which is still at the heart of the School, that the teaching of art is itself a creative process and that art should be accessible to all. Their Christian faith was at the root of the inclusive, holistic ethos and strong sense of community that characterise Leith School of Art today.

After the untimely death of the Chevertons in a car accident in 1991, the then Directors of Leith School of Art determined that the School should remain open and continue its distinctive approach to art teaching. Under the leadership of Philip Archer it has grown and evolved to its current position where it occupies a unique place in the visual arts in Scotland with a reputation that reaches well beyond to the rest of the UK and overseas.

Leith School of Art offers a full-time year-long Foundation Course designed particularly for aspiring art college entrants. The course covers a range of art practices and is recognised for its excellence by top art colleges in the UK and abroad. In Scotland it qualifies students for entry to the second year of a four-year Scottish art degree. The School's record of students gaining places at art colleges in Scotland and beyond is excellent, with destinations including Edinburgh College of Art, The Glasgow School of Art, The Ruskin School of Drawing, Central Saint Martins, Chelsea College of Arts, London College of Fashion, Brighton College of Art as well as other colleges and universities across the UK, Europe and worldwide.

Besides the Foundation Course, Leith School of Art offers an impressive range of year-long part-time courses which currently include Painting (one three-day per week course and another one-day per week), Drawing, Contemporary Art Practice, Figure, Landscape and Printmaking. There is also a rich programme of short courses delivered through day and evening classes, weekend workshops, community classes, dedicated courses for schools within the Schools Outreach Programme, and a popular Summer School.

A recent innovation was the successful introduction of a Structured Graduate Residency scheme. This offers graduates an excellent opportunity to study in an established art school and develop a body of new work as a springboard to a postgraduate degree or to a career as a practising artist. In return the School benefits from the involvement of these able and motivated recent graduates.

In total some 300 students are enrolled each year. There are around forty members of staff, including around thirty teaching and teaching support staff.

The School occupies the former Norwegian Seamen's Mission church in Leith, a heritage which is honoured through links with the Norwegian community in Edinburgh and the Helping Hand Trust in Bergen. The original church building has been adapted and extended to provide a range of attractive studio spaces, a sculpture court, library and gallery areas. In 2014 the School expanded again by leasing space at St James Church, a beautiful 1930s church hall with two bright, spacious studio spaces and an outdoor area, located close to the main site on North Junction Street.

For a comprehensive description of Leith School of Art and what it offers please visit the School's website at www.leithschoolofart.co.uk. Copies of the current Leith School of Art prospectus and other information material are also available on request.

About the appointment

Context and Scope

Leith School of Art is a company limited by guarantee with charitable status. Its constitution sets out aims under the headings of Artistic, Charitable, Spiritual, and Business Aims, which can be found on the Leith School of Art website.

As a charity Leith School of Art operates on a not-for-profit basis, with a current turnover of around £780,000 p.a. It pursues its charitable aims by welcoming all who want to learn about art and design, irrespective of age, ability or personal circumstances, and by providing assisted places for those whose financial situation would otherwise deny them access. Alongside course fees fundraising is a vital source of income for the School and the Principal plays an important part in this area in conjunction with the School's dedicated Fundraiser.

For the purposes of Scottish charity law the Directors are the charity's Trustees and as such are responsible for the charity's governance and overall strategic direction, and for making sure that it is administered effectively. The Board is highly committed and supportive and the School is well served by the experience and skills which the Directors bring from a variety of walks of life including education, the arts, business, finance, HR, charities, the caring professions, and social enterprise. Two Directors are nominated by the family of the late Lottie Cheverton, co-founder of the School.

The Principal is effectively the charity's chief executive and is accountable to the Board of Directors for the overall artistic and educational leadership, development and effective management of the School. The Principal attends Board meetings and works closely with the Directors, in particular the

Chair of the Board, in planning and setting strategic priorities and in ensuring that the School operates on a sound financial footing. A key working relationship in business and financial spheres is with the School's Business Manager, who also attends Board meetings and serves as Company Secretary.

The new Principal will also be the School's senior academic and in overall charge of the teaching programme, therefore he/she must have strong credentials as a teacher of art and be able to work creatively and collegially with Tutors. The role will include opportunities to teach, albeit limited and on a flexible basis to be discussed at interview.

Leith School of Art is blessed with a dynamic, able and committed staff in both teaching and support roles. Many are part-time employees but each makes a unique contribution to the work of Leith School of Art. They are fundamental to Leith School of Art's success and it will be central to the Principal's role to inspire, nurture and develop them in their work for the School.

The new Principal will join Leith School of Art at the beginning of its fourth decade with buoyant demand for places and an excellent reputation for the quality of its courses. The high tutor-student ratio and level of support given to students, along with a vibrant sense of community, are regularly identified as distinguishing characteristics of Leith School of Art. The School's wider appeal is evident in the numbers that attend the exhibitions of students' work each year.

The Board's current strategic priorities are to consolidate the success of recent years and to strengthen the School's financial position, not just to ensure the School's sustainability and development long into the future but also to pave the way towards realising a long-held desire to enhance and expand our facilities. Other aims include new avenues for fundraising and advancing international links. Development of the Structured Graduate Residency scheme, course validation through articulation with a University, and the quest to gain Tier 4 sponsor status to enable students from non-EEA countries to study at Leith (and, if Brexit so determines, to protect our current flow of students from the EU) are all on the agenda. These and other strategic considerations will be discussed at interview.

Role description

The key areas of accountability for the new Principal will be:

Leadership and People

To set the tone and foster an environment and culture which promote inspirational teaching, the highest possible standards of artistic achievement, and high quality support for students

To give overall direction for the School's teaching programme, taking part in teaching as appropriate, and empowering staff to ensure excellent delivery of courses

To actively support and promote the wellbeing and safety of all staff and students

To ensure that Leith School of Art appoints the best possible staff for all posts in both teaching and support areas through open, robust and effective recruitment practices

To foster a strong team through effective deployment of all teaching and support staff, with appropriate delegation, clear lines of management and well-defined responsibilities and tasks

To ensure that there are effective and supportive procedures in place for the professional review and continuous professional development of all staff

Aims, Vision and Development

To uphold and promote Leith School of Art's core aims, ethos, and values

To take a lead in articulating the artistic vision for LSA and to work with the Directors and Business Manager in consulting on, developing and delivering the overall strategic plan for Leith School of Art

To foster a culture of reflective practice and ensure there is consultative evaluation of the School's activities as a means to shape future planning

To identify and, subject to funding and other resources, drive forward opportunities to develop Leith School of Art's provision, with a particular view to new courses and enhancement of facilities

To ensure that Leith School of Art undertakes appropriate and effective marketing in print and online, and through personal representation as appropriate, with a particular view to student recruitment and fundraising

To ensure effective procedures are in place for the timely and efficient processing of student applications

Ambassadorial

To be an active and engaging ambassador for Leith School of Art, promoting the School's profile and reputation as a centre for excellence in art education and seeking new opportunities to extend its reach

To work with and support the School's Fundraiser by maintaining the confidence and trust of existing funders and building new relationships with potential funders, in particular trusts, corporate bodies and prospective major donors

To engage with and nurture strong relationships with Friends, Patrons, supporters, arts organisations, schools and other relevant external bodies

To ensure that Leith School of Art has a high profile, is seen as a positive presence in and maintains good relations with the local community in Leith and Edinburgh as a whole

Business and Operations

Working with the Board and Business Manager, to set strategic priorities for the School's finances, ensure appropriate allocation of funds through the annual budget and effective administration and control through the monthly management accounts

To ensure there are effective structures and systems for the operational management of the School, delegating and adapting as appropriate and ensuring clear, consistent and efficient communications

To keep an overview of the School's premises, fabric and facilities and work with the Facilities Manager in setting priorities for improvement, planned preventative maintenance and a high standard of regular upkeep

Working with the Board and other key personnel, to monitor financial, operational, reputational and other risks, ensuring that the School is compliant with and strives for best practice in all areas of legal and statutory regulation, in particular Health and Safety and Human Resources.

Person Specification

Qualifications and experience

The successful candidate will:

- Be a trained artist
- Have excellent credentials as a practising artist with a solid grounding in the history of art
- Be experienced in teaching art to adults (upper secondary age and above), whether in school, college, university or private teaching contexts
- Demonstrate high leadership capacity and grasp of good management practice, preferably from professional experience in an educational or arts context
- Demonstrate an understanding of budgeting, preferably with experience in an academic, small business or not-for-profit context
- (Desirable but not a prerequisite) Have experience of validation of courses in a further or higher education context
- (Desirable but not a prerequisite) Have experience of fundraising in a relevant context

Values and Skills

The successful candidate will:

- Have an artistic credo that aligns with Leith School of Art's Artistic Aims and will actively promote the School's distinctive approach to teaching art
- Be in sympathy with Leith School of Art's Spiritual Aims, respecting the Christian heritage of the foundation, and committed to maintaining the inclusivity of the School, its sense of community, ethos of care, and holistic philosophy of art teaching
- Subscribe to and promote Leith School of Art's Charitable and Business Aims
- Be committed to fostering a strong and happy community characterised by positive relationships and a strong work ethic
- Have an empathic, approachable and visible leadership style, being fully involved in the life of the School, while respecting, trusting and enabling others in the fulfilment of their roles
- Be a good delegator
- Be a sensitive and skilled manager of change, able to judge opportunities for fruitful development while maintaining the best of existing practice
- Have excellent communication skills and the ability and confidence to work effectively with all in the Leith School of Art community and with relevant external bodies

Characteristics

The following qualities will be particularly sought:

- Vision, sound judgement and integrity
- Warmth, authenticity, empathy and excellent interpersonal skills
- Good listening ability, diplomacy and sensitivity
- A consultative approach with an ability to make well-considered and timely decisions
- Self-awareness and openness to learning and development
- Good organisation and ability to prioritise effectively
- Ability to remain calm under pressure and readiness to tackle difficult situations
- Stamina, resilience and good humour

Terms of employment

It is intended that the successful applicant will take up post on Monday 26th August 2019; session 2019-2020 classes begin on Monday 2nd September 2019.

The appointment will be subject to a Contract of Employment between the successful candidate and Leith School of Art.

This is a full-time appointment but there may be some flexibility to negotiate time for individual art practice on an unpaid basis.

The salary on appointment will be in the region of £50,000 negotiable.

How to apply

An application pack with printed copies of these details and copies of the Leith School of Art prospectus and other information material is available on request from the School (email enquiries@leithschoolofart.co.uk , telephone 0131 554 5761).

For an informal, confidential conversation about this role please call Alistair Hector on 07748 411357

Please apply by sending:

- a covering letter of no more than two typewritten pages of A4 outlining your motivation and suitability for this role
- a full CV, including contact details
- evidence of artistic practice either in photographs or a link to a personal website (no originals please unless requested at interview stage)
- completed declaration which requests the name and contact details of three referees (two professional and one personal) and other pre-employment information

You may apply by post or by email, addressing your application as Private and Confidential to:

Alistair Hector
Chair of the Board of Directors
Leith School of Art
25 North Junction Street
Edinburgh
EH6 6HW

Email: Chair@leithschoolofart.co.uk

The deadline for the receipt of applications is **midday on Friday 15th February 2019**.

A first round of interview will be held in Edinburgh between 5th and 7th March 2019, and short-list interviews will be held in Edinburgh between 25th and 27th March 2019.