



## **Mayo College**

### **JOB DESCRIPTION**

**Job Title:** PGT Fine Arts

**Reports to:** Head Master Senior School, Mayo College Ajmer

**Job Profile:** The Art Teacher will be responsible for developing in each student an interest in Drawing/Painting/Craft by live demonstration among students. Creative expression in visual terms, using artistic skills and techniques consistent with school guidelines.

### **Brief of Duties and Responsibilities**

#### **1. Academic Duties and Responsibilities:**

- Teaching Art & Craft to grades up to XII.
- Conducting Drawing/Painting/Craft lessons by live demonstration among the students.
- To guide the students to improve their drawing and painting skills.
- To expose them to various types of trends and mediums prevailing in the field of Art and Craft.
- Preparing lesson plans & modules as per NEP

#### **2. Activities related to Department:**

- Teaching and helping students to improve the theoretical & practical aspects as guided by CBSE (for X, XI & XII) and also to help in the outcome of the art integration curriculum.
- Conducting workshops/ seminars/ Art camps in the campus.
- Guiding in preparing art works by students for Annual Art Exhibition of the school.
- Motivating & preparing students for different levels of art events and competitions.
- To develop leadership skills among students so that they can organize art events & training sessions.

#### **3. Pastoral Care and Boarding House Responsibilities:**

- Take additional duties of pastoral care in the boarding house and also perform the responsibility of a Tutor which includes the following:
  - (i) Academic Assistance & Support to the Students
  - (ii) Monitoring & Conducting Tutorials
  - (iii) Collaborating with the House Staff
  - (iv) House Prep Supervision and Involvement in House Activities
  - (v) Communication and Reporting to the HM

(vi) Escorting Boys on House Trips Accountable to pastoral care responsibility.

#### **4. Co-Curricular Activities:**

- To encourage boys to participate in various competitions.
- Taking activity classes
- Organizing and actively participating in extracurricular activities of school.
- Take additional duties of Supervision of Sports duties.

#### **5. Other Duties and Responsibilities:**

- Responsible for stage decoration for various functions held during the term.
- Responsible for Makeup of the boys for various functions held during the term.
- Write Certificates for various school events, Games, Sports and other co-curricular activities
- Regular interaction with Behavior Counsellor to be updated with student's wellbeing.
- Accountable to all official duties and pastoral care responsibilities assigned by authorities from time to time.

#### **Required Qualifications:**

**Educational:** Masters in Fine Arts (MFA) with 1<sup>st</sup> Division.

**Work Experience:** Min 3 years as “Art Teacher” in a reputed school, preferably a boarding school.

**Computer Proficiency:** MS Office: Word, Excel, PPT, MS Teams, Compatible to work on online teaching learning platforms

#### **Personal Traits Required**

- Person easily adaptable to boarding environment.
- Professional, Proactive and Self-initiator.
- Excellent interpersonal skill.
- Person keen on striving career excellence.
- Expressive communication skills.

#### **Desirable Traits**

- Must be familiar with the contemporary art practices and printmaking/graphics as a medium (for senior school level students)
- Must be well versed with latest tools, technologies, medium and methods prevailing in the field of art education.
- Must be familiar with modern/contemporary art forms and digital art.

**Selection Process:** Written/practical examination, subject demo & personal interview.