

PORT·REGIS

Ceramics Hobby Instructor

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

This is an exciting opportunity for an inspirational and passionate Ceramics teacher to join our team as a Ceramics Hobby Instructor.







As a Ceramics Hobby Instructor, you will be responsible for the hobby teaching allocated to you ensuring that an appropriate programme is prepared and delivered for each age group of children that you teach.

This role is term time only and delivered as part of the after school extra curricular programme.

Applications are invited from candidates who are forward-thinking and big hearted, who model great drive and enthusiasm and have an interest in ceramics to a professional standard.

Remuneration and Benefits

The successful candidate(s) can expect:






-  Competitive salary, pension and holiday benefits
-  Professional Development Support and Opportunities
-  Free car parking
-  Complimentary use of the School's staff gym and sports centre
-  A beautiful setting in which to work
-  To join a delightful team and exceptional working environment

Start Date

01 September 2026

Job Description

Particular Tasks & Responsibilities:

-  Designing an appropriate and inspiring programme for each age group for each term
-  Liaising with The Head of Art regarding the projects and materials to be used
-  Planning the projects
-  Supervising the children throughout each session
-  Ensuring that the Ceramics room and equipment are cleaned at the end of each hobby

session

- 📌 Supervising glazing of projects
- 📌 Packing and unpacking a kiln
- 📌 Complete hobby registers on SOCS

Safeguarding

- 📌 All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's safeguarding and child protection policies and procedures

General



- 📌 The job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time
- 📌 The post holder will be required to adhere to the School's policies and procedures as issued from time to time and available on the School's compliance system, iAM Compliant
- 📌 Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard including carrying out and implementing risk assessments as required
- 📌 Adhere to the school's training requirements
- 📌 Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies
- 📌 Ensure the reflection of Port Regis' values in all communications

Person specification

Essential

- 📌 A commitment to promoting and safeguarding the welfare of children
- 📌 Enthusiastic about the education of young people
- 📌 Ability to use own initiative and act as a good role model
- 📌 Have creative passion and a knowledge of Ceramics, glazing and firing techniques.
- 📌 Understanding of all age and ability groups and/or interest in extracurricular activities
- 📌 Have a caring and sensitive approach to the needs of all pupils
- 📌 Cheerful and willing with a flexible and 'can do' attitude
- 📌 Ability to carry out instructions, reliably and efficiently
- 📌 Demonstrable leadership skills
- 📌 Ability to work individually and as part of a team
- 📌 Exceptional verbal and written communication skills
- 📌 IT proficient
- 📌 The ability to work under pressure
- 📌 Strong team player who can develop effective working relationships
- 📌 Diplomacy and integrity
- 📌 Patience and a sense of humour
- 📌 Flexible and calm under pressure

Desired

-  Professional ceramics qualification
-  Teaching qualification

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the [application form](#) linked with this advert and send it, along with a covering letter, to:

Clair Beaty-Pownall, Director of People, peopleteam@portregis.com

Or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **by 12.00 Friday 29th May 2026**. Early applications are encouraged.

Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.

Safeguarding and Child Protection

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.