



# JOB DESCRIPTION

<b>School/College:</b>	<b>Maplewell Hall School</b>
<b>Job Title:</b>	Lead Art & Design Teacher
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Co-ordinating the work of LSAs and others assigned to the class.
<b>Objectives:</b>	To have responsibility for teaching Art across the school. To have responsibility for developing and monitoring Art To have pastoral responsibility for a class group. To carry out the general and specific professional duties as set out in the "School Teachers' Pay and Conditions Document 2017".
<b>SPECIFIC RESPONSIBILITIES:</b>	
<b>Role description</b>	
<p>We are seeking a well-qualified and outstanding Lead teacher of Art to nurture, challenge and inspire the children of Maplewell Hall School. You will also be expected to make a contribution to the School's continued improvement, alongside the fantastic outcomes that we provide across the subjects.</p> <p>The success candidate will be a creative individual, excited by the challenge of leading Art. They will be a problem solver, looking for opportunities to craft engaging explorations and discoveries from any aspect of school life. We are looking for an excellent teacher, able to enthuse students across phases, as well as an excellent team player to support our pupils.</p> <p>The person appointed to this posted will be expected to:</p> <ul style="list-style-type: none"> <li>• Offer a specialist background in Art</li> <li>• Offer competency in all areas of Art from 11-18</li> <li>• Offer key leadership skills and knowledge of Art department practice</li> <li>• Demonstrate the skills, knowledge and understanding of a highly-competent teacher and contribute fully to the continuing development of Art within the School</li> </ul>	
<b>General Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Lead the Art team; giving a clear vision and direction to work, identifying key areas for improvements and planning appropriate actions to meet them.</li> <li>• Manage both the people and resources associated with the department.</li> <li>• Monitor the quality of learning experienced by the department, liaising with other departments and offering support and guidance where necessary.</li> <li>• Provide information about, and account for, the department's work and performance to a range of audiences including parents.</li> <li>• Devise, implement and monitor a strategic plan for the continuous improvement of the department.</li> </ul>	

## **Academic Progress**

- Ensure that procedures are in place for the accurate reporting of current and predicted grades for Progress Reports.
- Monitor academic progress to secure and sustain effective learning. Use assessment grades, reports, and other data to inform both individual student progress, collective progress across each teaching class and by year group.
- To develop, lead and implement robust action plans to improve student outcomes within the department.
- To liaise with key staff regarding key groups of students' achievements in Art and the level and type of intervention when required.
- To report to SLT on the progress of students.

## **Teaching and Learning**

- To be responsible for creating and updating Art curriculum
- Ensure all schemes of work are robust and effective and meet the needs of all students' at all key stages.
- To ensure that all lessons within the department are well-planned and meet the needs of all students; lessons should be tailored to meet the learning requirements of the group with sufficient opportunities for group and individual challenge.
- To monitor the quality of learning experienced by students through discussions with staff and students.
- To ensure that the departmental procedure and school policy for Marking and Feedback are applied consistently across the department.
- To regularly visit lessons in Art to ensure that learning is effective for all students and that staff are supported in their professional development.
- To monitor and assess the quality and quantity of homework and book scrutinise and provide reports to SLT as required.

## **Behaviour and Standards**

- Monitor student behaviour, attendance and achievement within the department using Go4schools in consultation with key staff if necessary, decide on an appropriate, sanction, intervention and reward.
- The Subject Lead of Art will oversee students on report and contact parents when necessary.
- Use the school's rewards system to promote student achievement and self-esteem.
- Devise and implement a departmental or area 'good neighbour' timetable to support staff in dealing with behaviour issues.

## **Leadership and Management**

- Promote the school's ethos and culture amongst their subject, the wider school and the public.
- Lead and manage their team. The Lead subject of Art should provide guidance, training and encouragement to staff.
- Set the agenda for the Art department meetings, which should include time for the development of staff.
- Monitor staff, both informally and formally, to inform the school's Appraisal process. The Lead subject of Art will ensure that staff appraisal targets and workload expectations are commensurate with their pay level.
- To produce, monitor and evaluate the departmental SEF and to create departmental action plans as required.
- Develop the departmental Teaching and Learning action plan and monitor progress against agreed deliverables.
- Ensure that examination administration is carried out and that all students are prepared for external and internal exams
- Providing a link for parents, tutors, teachers, HODs, SLT and external agencies

## **Duty of Care**

Within school each member of staff has a duty to care for themselves and others. Circumstances may arise where staff are required to physically intervene to ensure the safety of themselves or others. Staff should not intervene where they may put themselves at risk. Educational programmes requiring physical interventions are carefully designed by teachers in collaboration with the appropriate professionals and in keeping with school and local education authority policy.

*This job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or the level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.*

*The job description will be used as a basis for performance management. It will be reviewed annually or at any other time by agreement between the teacher and Head Teacher.*

*Performance in this role will be the basis of references supplied in the support of applications made for other appointments.*



School/College: **Maplewell Hall School**

Job Title: **Teacher of Art and Design**

	Essential	Desirable
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Diploma/degree related to special education.</li> </ul>	✓	✓
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of successful teaching in special or mainstream education.</li> <li>• Experience of working with students with a range of learning difficulties</li> </ul>	✓	✓
<p><b><u>Professional Development</u></b></p> <ul style="list-style-type: none"> <li>• Prepared to improve and develop own understanding of moderate learning difficulties.</li> <li>• Successful teaching strategies</li> <li>• Evidence of ongoing professional development.</li> </ul>	✓ ✓	✓
<p><b><u>Working with and managing people</u></b></p> <ul style="list-style-type: none"> <li>• Able to lead the work of Learning Support Assistants.</li> <li>• Able to teach English and / or maths across the age range.</li> <li>• Able to work flexibly as a member of a team.</li> <li>• Able to communicate effectively with colleagues, students and parents/carers.</li> <li>• Able to work co-operatively to create and develop links with others schools - special and mainstream</li> </ul>	✓ ✓ ✓ ✓ ✓	
<p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Able to approach problems in a flexible way and to adapt to situations as they occur.</li> <li>• Able to use ICT as a tool for teaching and learning</li> <li>• A positive and enthusiastic approach.</li> <li>• Able to respond calmly to stressful situations.</li> <li>• Enthusiastic and confident with students.</li> <li>• Resourceful.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	