

Job description	
Job title	Art and Design Teacher
Grade	MPR 1-6 (£25,714 to £36,961) / UPR 1-3 (£38,690 to £41,604)
Directorate	Children's Services
Section/team	Meadow Park School
Accountable to	Lead Teacher
Responsible for	Directing Teaching Assistant(s)
Date reviewed	September 2021

Purpose of the job

To inspire disengaged pupils and help them to make accelerated progress from their starting points by delivering personalised and interesting lessons. You will teach Key Stage 3 and 4 Art and Design to classes of mixed ability. You will guide and support your classes to ensure best outcomes and you will also support the development and delivery of a personal development curriculum, reflecting the individual needs of the children and cohort.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

All duties will be carried out in line with the duties contained in the School Teachers' Pay and Conditions Document as directed by the Head teacher.

General

1. To follow all safeguarding procedures in accordance with the Keeping Children Safe in Education Policy.
2. To support the aims and ethos fostered in the School.
3. To communicate efficiently and effectively to all staff that contributes to the daily smooth running of the School.
4. To produce documentation as required for case management such as Annual Review reports, Individual Education or Behaviour Plans and termly progress reports.
5. To support multi-agency working by integrating / supporting any strategies or plans into the teaching situation.

6. To set, monitor and evaluate learning targets for Children and Young People (CYP) within the subject(s) you teach.
7. To maintain and respect confidentiality issues relating to CYP, the School or other staff.
8. Possibility to act as a tutor to a group or group(s) of CYP.
9. To develop positive relationships with staff and CYP.
10. To produce, evaluate and develop curriculum files in accordance with School systems.
11. To action areas of the School Development Plan or School Improvement Plan as directed by the Head teacher.
12. To conduct yourself in a professional manner at all times.
13. To show a high standard of capability in the management of behaviour and discipline of CYP.
14. To maintain an inclusive learning environment which is safe, healthy, positive and learning rich.
15. To promote standards of attainment in the subject areas you teach.
16. To develop key skills and thinking skills as a part of your teaching.
17. To develop appreciation of numeracy, literacy and ICT as part of your teaching.
18. To submit planning, assessments and CYP progress records on a regular basis.
19. To prepare and develop any policies relating to teaching and learning the subjects you teach as directed by the Head teacher.
20. To provide quality in all learning experiences of the CYP with whom you work.
21. To contribute to the corporate nature of School life and discipline.
22. To act as an advocate for the young people in your charge and to carry out a pastoral role as required, including the production of Individual Education and Behaviour Plans / Pupil Profiles in respect of these students.
23. To take a holistic approach to meeting the needs of each child and to develop an informed knowledge and understanding of their needs.
24. To welcome and encourage parental/carers involvement and to liaise with them on a regular basis.
25. To be aware of all School policies and procedures and to act in line with them.
26. To engage in professional development opportunities to enable the needs of the Service Provision to be met.

Curriculum

27. To deliver the Key Stage 3 and 4 Art and Design curriculum.
28. To lead, initiate research and plan School curriculum developments.
29. To provide help and guidance for all colleagues in planning, monitoring and assessing pupil's work for your area of curriculum responsibility.
30. To contribute to the School Development Plan by producing an annual development plan for your area of curriculum responsibility.
31. To set a high standard in your own work, both within and outside of the classroom which can be used as a guide to expectations and a model for good practice.
32. To maintain and update resources and equipment for use throughout the School and to be responsible for the budget allocation for your area(s) of curriculum responsibility.

33. To attend staff meetings and conference meetings to discuss the area of responsibility, in order to facilitate a good understanding and utilisation of the teaching and learning policy
34. To report to the Head teacher and Governors as and when required to keep them fully informed of all activities related to the Curriculum areas for which responsibility has been given.
35. To work with parents/carers and other agencies e.g., Educational Psychology, Social Services, the Health Authority to ensure timely and appropriate responses to individual pupil needs.
36. To follow School policy and procedure in relation to monitoring, planning and assessment.

Other Duties

37. Other duties related to the work of the School as appropriate to the post may be assigned in line with the School Teachers' Pay and Conditions Document.

Health and safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.