



JOB DESCRIPTION

Post Held: Art & Design & Digital Media Teacher MPR/UPR plus 1 or 2 SEN Points

Employment Duties:

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

Exercise of general professional duties

All teachers will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document 2024, or any subsequent legislation.

Purpose of Job:

To teach Art & Design & Digital Media to SEND students and to carry out such other associated duties as are reasonably assigned by the Headteacher.

To act within the statutory framework set out in the Teachers Standards.

Special Responsibility:

- To teach Art & Design & Digital Media to secondary aged students from Year 7 to Year 14.
- To contribute to designing an appropriate Art & Design & Digital Media Curriculum at Oak Lodge School to make it accessible for all our students.
- Maximise opportunities for students to successfully achieve GCSE /Entry Level qualifications in a range of art subjects including photography and digital media.
- To have a clear understanding of the needs of pupils that arises from communication, learning and physical disabilities and be able to apply distinctive teaching approaches to engage and support them.
- To appropriately prepare students for Art subject assessment at GCSE/entry level including supporting with the preparation of individual learner portfolios and examinations.
- To manage and lead any art related activities such as drop-down days, school visits, exhibitions showcasing our student's talents and facilitating any external workshops.

- Manage Department resources and reporting to the Budget Holder when resources are required, paying special attention to deadlines such as examination dates.

Reports to: Headteacher

Teaching and Learning

- To implement school policies and Art Design and Digital Media schemes of work according to the individual needs of students, having high expectations and setting outcomes as part of the annual review cycle of the Educational Health and Care Plan (EHCP)
- To implement the Art curriculum in accordance with the school's philosophy and policies
- Contributing to the whole school ethos by taking a leading role in creating a SEND specific environment for Art.
- To organise personalised learning activities and experiences which are differentiated to meet the individual needs and levels of achievement and motivation of each pupil.
- To ensure Art teaching programmes are supported by clear aims and objectives with appropriate links to recognised specialist approaches used within school.
- To promote the use of Literacy, Numeracy and ICT within your subject
- Promoting the inclusion of all students within the classroom using a working knowledge of how to personalise learning.
- Assessing work and providing feedback to students and parents in line with school policy and practice.
- Contributing to the preparation and development of art curriculum -programmes of study, schemes of work, teaching materials, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, assemblies, performances and special events.
- To be responsible for planning, tracking, evaluating, assessing and reporting the teaching and learning of pupils, including completing assessment systems.
- To lead on art and design teaching and learning within school as designated by Headteacher.
- To be responsible for safeguarding the health and welfare of pupils using appropriate risk assessments and incident /accident recording and reporting as required by the school
- To ensure in all teaching situations the collaborative nature of working between non-teaching staff, support services and parents.
- To maintain an inclusive and orderly learning environment through the effective management of resources, lesson planning

Other Activities

- To safeguard every student's health, safety and well-being in line with school policies, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the designated person
- To promote the celebration of diversity and difference
- Communicate and co-operate with other agencies to support the educational, development, progress and well-being of individual students, participating in meetings arranged for any purposes described above, keeping records and making reports on the personal and social needs of students
- To communicate and consult with parents of students
- To participate in staff meetings as requested by the Head Teacher

- To supervise students throughout the school during play and at any other unstructured free time or break and lunch as requested by the Head Teacher

Training and Development

- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in appraisal reviews in line with school policy
- Review and evaluate art teaching methods and schemes of work

This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require - but only to an extent consistent with those conditions of employment following consultation by all parties.

The agreed Grievance Procedure may be invoked in any dispute arising from this job description, or subsequent amendment, in which case teachers are advised to consult their professional association.

Person Specification

	Essential	Desirable
Qualifications	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development SEN qualification or evidence of specialist training
Experience	Teaching art and/or teaching SEND students in a specialist setting. Working in partnership with parents.	Successful multi-agency collaboration Any of the following : <ul style="list-style-type: none"> • Secondary Art • Primary Art • Primary SEND • Secondary SEND
Knowledge and understanding	Working knowledge and understanding of the National	SCERTS framework B –Squared

	<p>Curriculum - Art & Design, Digital Media/Photography.</p> <p>Working knowledge of formative and summative assessment for SEN students</p> <p>The monitoring, assessment, recording and reporting of students' progress</p> <p>The theory and practice and pedagogy suitable for teaching SEND students.</p> <p>The statutory requirements of legislation concerning Safeguarding, Equal Opportunities, Health & Safety, Prevent, SEN (EHCP & Annual Reviews)</p> <p>The positive links necessary within school and with all its stakeholders;</p>	<p>Art & Design curriculum knowledge including GCSE requirements</p> <p>Digital Media knowledge and expertise.</p>
Skills	<p>Promote the school's aims positively, and use effective strategies to monitor motivation and morale;</p> <p>Develop good personal relationships within a team & effective management of Teaching Assistants.</p>	<p>Develop strategies for creating community links.</p>

	<p>Establish and develop close relationships with parents, governor, Trustees and the community;</p> <p>Communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>Create a positive, happy and purposeful learning environment.</p> <p>Ability to manage time effectively to ensure the submission of reports on time.</p> <p>Competent IT user - especially digital media.</p>	
Personal characteristics	<p>Empathetic</p> <p>Committed</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p> <p>Sociable</p> <p>Resilient</p>	
Other	<p>Satisfactory Enhanced DBS Disclosure</p> <p>UK Right to Work (we are unable to offer sponsorship for this post)</p>	