



BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY



BIG CREATIVE ACADEMY  
CLIFTON AVENUE  
WALTHAMSTOW  
LONDON, E17 6HL

TEL: 020 8498 3300  
WWW.BIGCREATIVE.EDUCATION  
PRINCIPAL: SACHA CORCORAN MBE



## Art & Design Teacher (FTE)

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. Our mission is to improve the lives of young people through high quality training and creative industry experiences. We have 350 learners studying vocational programmes progressing to higher education and employment.

### What we are looking for:

We are looking for an experienced teacher to prepare, teach and assess BTEC/UAL Level 3/Level 2 Creative Practices (Art & Design) and Provide pastoral support to students.

For full details of the role, please see the job description and person specification. **If you wish to apply, please complete the application form and email it to [bca-hr@bigcreative.education](mailto:bca-hr@bigcreative.education). The application closes on the 11<sup>th</sup> June 2021.**

To find out more about Big Creative Academy and our approach to education please see our website: [www.bigcreative.education](http://www.bigcreative.education)

Job application forms are available at: <http://www.bigcreative.education/jobs/>

Big Creative Academy is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. Subject to timetables we are open to flexible working.



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## JOB DESCRIPTION & PERSON SPECIFICATION

**Post Title:** Art & Design Teacher (FTE)

**Salary:** £28,000 per annum

**Full/part time:** Full time

**Start Date:** 1 September 2021

**Reporting to:** Curriculum Manager for Drama, Fashion, Art & Design and Theatrical Media and Makeup

**Location:** Big Creative Academy, Clifton Avenue, London, E17 6HL

**Purpose of the role:** To teach Creative Practices UAL programs within the art and design area, delivery of learning programmes, assistance to students and tutorial support.

**Teaching:** The post includes 25 hours of teaching across **Art & Design** per week

**Annual leave:** 35 days per annum

### Job Description

#### Principal Accountabilities:

- Prepare, teach and assess BTEC/UAL Level 3/Level 2 Creative Practices (Art & Design)
- Provide pastoral support to students

#### Key Tasks:

- Plan course delivery in line with study programme requirements
- Arranges, monitors and supervises learners on study programmes, educational visits and field trips.
- Plans and prepares for inspections, SV reports and visits.
- Assesses students, including formative and summative assessments, internal verification and supervision of assessments.
- Maintains and provides records and statistical checks in relation to own teaching and across courses, including enrolment checks, attendance records and the like.
- As part of the course team, the tutor acts as the main point of reference for students in a particular year or course group. The tutor's role includes:
  - (a) participation in inducting students
  - (b) providing educational and welfare guidance
  - (c) assisting students in preparing individual action plans



- (d) following up student absence and tracking their course work
- (e) acting as the focal point in the maintenance of student discipline within  
the context of the Academy student disciplinary procedure
- (f) undertaking exit interviews with students
- (g) preparing administrative returns and reports as may be needed in relation to  
students, including destination records
- (h) writing student references
- (i) completing UCAS and other forms with students

- Participates in activities to publicise courses.
- Assists in planning and developing courses and course materials.
- Participates as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning.
- Provides advice and guidance to prospective students together with interviewing and APL work.
- Participates in student enrolment and induction.
- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role.
- Promotes and implement all Academy policies, particularly those which refer to health and safety, equality of opportunity, maintaining standards of student behaviour and safeguarding young people and vulnerable adults. Participates in Academy programmes of staff appraisal and continuing professional development.
- Develop effective working relationships internally and with external partners.
- To operate at all times in line with the Academy's values.
- To work towards the behaviours outlined in the Excellence in Teaching framework at Appendix A.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/Competencies	Degree or equivalent and qualified teacher status	
Relevant Experience	Evidence of the ability to deliver consistently good or better teaching, learning and assessment and a proven track	Experience of quality assurance



	<p>record or developing teams to plan and deliver an excellent learning experience</p> <p>Experience of teaching with the 16-19 age group</p> <p>Experience of the pastoral care of students, monitoring their achievements and attendance</p>	
Knowledge	<p>A well-developed understanding of the particular needs of the 16-19 age group both in full-time education and employment and of the professional challenges by inner city students many of whom come from deprived backgrounds</p> <p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> <li>• motivation to work with children/young people/vulnerable adults</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• attitudes to use of authority and maintaining discipline</li> </ul>	<p>Connected to the art &amp; design and fashion industries in order to bring opportunities to the Academy and for the students to work with industry figures</p>
Skills/Ability	<p>Ability to teach on a range of courses in the subject area.</p> <p>Ability to provide learning and tutorial support for students</p> <p>Excellent planning, organisation, IT and administrative skills, the ability to see projects through to a successful conclusion, and a general high level of efficiency</p> <p>Excellent oral and written communication skills</p> <p>Ability to work as part of a team and on own initiative</p>	<p>Specialist attributes in key areas of Art and Design education are preferable.</p> <p>Ability to work across disciplines within Art and Design</p> <p>Experience of graphic design and media design</p>



	Ability to promote and recruit for courses	
Personal Skills	Demonstrate enthusiasm  Aptitude for hard work, the ability to take initiatives, a flexible approach and an ability to implement change	

## ABOUT US

### Big Creative Academy

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. We have recently had an Ofsted inspection and were judged Grade 2 'Good', with inspectors recognizing that the Academy makes a significant difference to the outcomes for young people. We have high expectations of our staff and students and want to be recognised as one of the leading providers of vocational programs in the creative arts. We are already a DfE best practice school for LGBT+.

Big Creative Academy opened in September 2014 and have 350 students, aged 16-19, primarily studying Level 3 vocational qualifications. Our students are diverse, challenging and ultimately extremely rewarding to work with. Our study programs specialise in music, fashion, media, gaming, events, performing arts as well as GCSE Maths and English.

The Academy is lively! We are well connected with industry and all of our teaching staff have industry experience. We also have industry ambassadors from companies such as MTV, ITN, Barcroft Media and Island Records and experts are kind enough to provide masterclasses for students. Our focus on skills, wellbeing and networks gives our students the edge in a competitive marketplace.

### The Team

Sacha Corcoran MBE is Principal of the Academy, an inspiring self-made woman involved in education for over 25 years. She has brought together a small outstanding team who are committed to the vision and ethos of the Academy. There are three senior managers, 20 teaching staff and fifteen in business support. Our team are high achievers and have interesting and diverse backgrounds. Many have their own creative careers as musicians, actors, producers and fashion designers and all have a passion for creativity.



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### **Some of the benefits of working at Big Creative Academy**

Big Creative Academy has a Wellbeing Manifesto promoting positive relationships, resilience and reflection which extends to staff as well as students. We want our team to be productive and happy. The Academy provides the following benefits:

- State of the arts on site Gym facility.
- Discretionary half days on Fridays.
- A staff wellbeing day.
- An employee assistance line.
- Full pension benefits in either the Teachers' Pension Scheme or Local Government Pension Scheme.
- An individual CPD plan.
- Admin days built into the academic year
- Teaching, learning and assessment groups to share best practice and try new teaching techniques.

Opportunities to learn from your creative colleagues, for example, learning how to DJ, sew, improve your Photoshop skills.