



## HEAD OF ART AND DESIGN Full or Part-time

Start: Spring term 2023



## JOB DESCRIPTION AND PERSON SPECIFICATION

# About the School

Cobham Free School is an independently run, publicly funded school, which opened in September 2012 with its first infant cohort and has now grown to admit pupils up to - and including - Year 13 across the all-through school.

The school is popular, consistently oversubscribed and has just entered an exciting new chapter in its development, reaching our full capacity, having moved to our superb new premises in the heart of Cobham.

The school achieved a "Good" rating in all areas for its Ofsted inspection in September 2017. One of the report's many highlights included the inspector comment: *"Leaders have created a culture of high aspirations for all. Staff are committed to the ambitious ethos of the school and provide good support for their pupils."*

Our school is a happy, busy environment, where pupils behave well and enjoy their learning. It is a friendly supportive environment, where all pupils and staff are known to each other.

## About the Role

The Governors and Senior Leadership Team wish to appoint a well-qualified, dynamic individual as Head of Art and Design. We would welcome applications from candidates seeking either a full or part-time position (0.8 FTE).

We are seeking a candidate able to lead and teach the subject across KS3 to KS5, where A level groups remain small. This is an ideal position for an experienced teacher seeking to grow their career in a supportive and innovative environment in fantastic new facilities.

Art and Design is a popular and successful department, taught in specialist classrooms. Examination results are excellent, with 16% of pupils achieving a Grade 9 in Fine Art GCSE in 2022 and a strong cohort at A Level. The department teaches Fine Art, Art Graphics, Design Technology Textiles and Food Preparation and Nutrition at KS4 and 5. At Key Stage Three, students study Art and Design Technology.

Applications should be made using either the TES application form, or the application form available on our website <http://www.cobhamfreeschool.org.uk/jobs> the closing date for applications is **3rd October 2022**.

Early applications are advised and the school reserves the right to make an early appointment.

Visits to the school are warmly welcomed, please contact: [jobs@cobhamfreeschool.org.uk](mailto:jobs@cobhamfreeschool.org.uk) or Sonya Davies, HR on 0330 330 0237.

# Job Profile - Head of Art and Design

## **Job Purpose:**

- To work collaboratively with the senior leadership team, other teaching staff to lead the department across the school and contribute to the school's vision.
- To take responsibility for teaching Art and Design across the all-through school, providing a high quality educational experience for all pupils.

## **Accountable to:**

Heads of Senior Department, Executive Head

## **We can offer:**

- A competitive salary, dependent on experience;
- A strong vision based on innovation and best practice from the state and private sector;
- A real commitment to Continuous Professional Development;
- A supportive Senior Leadership Team who are passionate about education and welcome ideas;
- Fantastic new facilities for art and design disciplines;
- Small class sizes of up to 26 pupils at KS3/4, in a happy and busy environment where pupils behave well and enjoy their learning;
- Small tutorial groups at A level;
- Shorter term times and holidays generally aligned to independent sector;
- An innovative approach to ICT where all students have access to Chromebooks, and;
- A friendly, supportive environment where all staff and pupils are known to each other.

**Cobham Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to an enhanced DBS check and other relevant pre employment checks.**

# Key Accountabilities - Head of Art and Design

## Leadership, Delivery and Development

- To assist the Executive Head, Extended Leadership Team and Board of Governors in developing and maintaining a vibrant, thriving art and design department;
- To work with colleagues across all key phases to deliver the vision for the department for the all-through school;
- To actively promote art and design throughout the school by arranging and contributing to events, trips, assemblies and the extra curricular programme;
- To collaborate with colleagues throughout the school in the planning and moderation for the subject;
- To secure strong and sustainable partnerships with external providers, peripatetic staff and the wider community;
- To line manage the staff and technicians within the department;
- To audit resources on a regular basis and work with other staff to assess further requirements, taking account of budget constraints;
- To maintain ordered attractive learning spaces and contribute to high quality frequently updated displays;
- To arrange and administer external examinations as required.

## Teaching and Learning

To teach students by planning teaching to achieve progression through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge students, ensure high levels of interest and are appropriately differentiated;
- Setting clear and personalised targets that build on prior attainment;
- Making provision for students who have special education needs or disabilities, are gifted and talented or who have other specific individual needs;
- Providing well structured lessons that have pace, motivation and challenge;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- Using a variety of teaching methods to create a dynamic, engaging and enjoyable learning environment;
- Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating own teaching critically to improve effectiveness;
- Effective use of the Google Apps platform, and other design technology applications;
- Awareness of current curriculum developments in regard to the subject area.

## Planning

- To produce dynamic, detailed schemes of learning for current and future cohorts based on guidance from SLT;
- To review medium and long term plans in collaboration with other staff, taking into account school policy and advice, together with guidance and directives from Department for Education.
- To plan how subject specific trips and other opportunities to learn beyond the classroom can be built into schemes of learning;
- To ensure planning effectively uses the potential of Google apps and other IT platforms;



# Key Accountabilities - Head of Art and Design

## Assessment

- To systematically assess, monitor, record and report on the learning needs, progress and achievements of students to ensure each student has the opportunity to maximise their potential;
- To diagnostically mark and monitor students' work and set targets for progress;
- Assess how well learning objectives have been achieved and use this information to inform planning and improve specific aspects of teaching;
- To provide the extended leadership team with relevant information relating to pupils and progress;
- Undertake assessment of students as required by examination bodies and school procedures;
- Prepare and present informative reports to parents;
- Work with the extended leadership team in formulating a school wide approach to how assessment should be used as a tool to improve learning.

## Other Responsibilities

- To secure a good standard of student behaviour and manage behaviour in a firm but caring way, taking into account the personal, social and emotional needs of pupils;
- To act as form tutor as required;
- To encourage good manners on and off-site;
- To be a point of contact for pupils and parents in regards to subject related issues;
- To participate in arrangements for the review of own performance and in opportunities for professional development;
- To have a working knowledge of teachers' professional duties and legal liabilities;
- To establish effective working relationships and set a good example through personal and professional conduct;
- To liaise effectively with SLT, staff, parents and governors;
- To cover for absent colleagues if required.

## General School Duties

- To contribute to the development, implementation and evaluation of school policies, practices and procedures to support the school's values and vision;
- To be responsible for promoting and safeguarding the welfare of students and liaising with the Designated Safeguarding Lead as required;
- To carry out break and supervisory duties as designated by the Senior Leadership Team;
- To attend school staff, parent and other meetings outside normal school hours as required;
- To take part in marketing and liaison activities, such as open evenings and events with partner schools;
- To participate/lead off site activities including residential trips as required;
- To offer after school extra-curricular activities;
- To participate in the wider life of the school;
- To have a commitment to equality of opportunity and inclusion.

***Whilst every effort has been made to outline the key duties and responsibilities of the post, every task undertaken may not be identified in this job description. Staff will be expected to act in a professional capacity and be receptive to any reasonable request.***

# Person Specification

We are seeking a motivated and enthusiastic individual who can demonstrate the necessary qualities to enhance and complement our dedicated team. These include:

## Qualifications and Training

- First degree in a relevant subject
- QTS, as recognised by Department of Education

## Knowledge and Skills

- Ability to plan, deliver, assess high quality lessons which inspire, motivate and challenge pupils.
- Creative and self-motivated with ability to establish a happy, challenging learning environment.
- Thorough, up to date knowledge or a range of teaching, learning and behaviour management strategies and how to implement these effectively.
- Knowledge of what constitutes high quality teaching and learning in the subject area.
- Experience of using data effectively to raise achievement.
- Confident using ICT for teaching, assessment and administration.
- Demonstrates a clear knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, students and young people.

## Experience

- Recent relevant experience of teaching subject specialism with pupils in the age range in a private or state secondary school.
- Experience of delivering a broad and balanced curriculum, including planning, monitoring, assessment, recording and reporting of pupils' progress.

## Personal Attributes

- Dynamic and enthusiastic.
- Excellent communication and interpersonal skills.
- An adaptable and flexible approach.
- Ability to think creatively and imaginatively.
- Integrity and reliability.
- Readiness to evaluate own professional practice.
- A positive attitude and a good sense of humour.
- A commitment to equal opportunities and inclusive education.
- Willingness to be involved in school community life.
- A desire to make a difference and a belief that education should provide young people with the skills and values for further study, the world of work and life.