



Lord Grey Academy

Lord Grey Can



HEAD OF ART

TLR 2b £4783 per annum

MPS/UPS

Required for September 2022

Application pack contents

- Welcome from the Associate Principal, Samantha Satyanadhan
- Information about the Faculty
- A job description
- A person specification
- Advert
- Why work at Lord Grey?
- Details of how to apply

“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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Lord Grey Can



Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an "I can achieve anything" attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our pupils and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all pupils are valued and included. Pupils at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Lord Grey Can



Information about the Faculty

Creative Technologies Faculty

Thank you for showing an interest in the post of Head of Art at Lord Grey Academy.

Within the Art Department we currently teach; Art, Art Textiles and Three Dimensional Design, (Ceramics) at KS4 and Art and Design at KS3. We are an ambitious and thriving department with a strong history of outstanding results. An ability to introduce Photography GCSE to the school would be desirable, as it is an area we are currently looking to expand into. We are also hoping to reintroduce Art and Design A Level from September 2022.

Within the Creative Technologies Faculty are the Design Technology and Food and Nutrition departments. The faculty consists of a dedicated and enthusiastic team who regularly re-vamp many of the schemes of work in order to make the curriculum even more stimulating and exciting. We are always looking to introduce new ideas to improve on aspects of teaching and learning, as the faculty team is keen to offer diversity and opportunities for all our students.

As we offer a diverse curriculum, we are keen to employ someone who has a range of skills that they can offer the faculty. We pride ourselves on high standards of teaching and learning and our excellent results reflect these high standards.

The expectation of every member of the faculty is to be a participating member of the team and excellent provision is made to help each person to develop professionally throughout their career.

We are looking forward to welcoming an enthusiastic, proactive and appropriately qualified Head of Art. If you have any further questions please contact me on kate.harper@lordgrey.org.uk

Kate Harper
Head of Creative Technologies Faculty





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JOB DESCRIPTION

Our motto is: Lord Grey Can. Our Core Values are: Determination, Ambition, Curiosity, Integrity and Civility. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

The job description defines the responsibilities of the post holder as being:

- under the reasonable direction of the Principal to carry out the professional duties of a school teacher
- to comply with "Health and Safety" at Work legislation
- all teaching staff must adhere to all aspects of the Teachers' Professional Standards
- a commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- job descriptions are subject to review and amendment

Specific tasks in addition to those of a School Teacher:

As Head of Department with a Teaching and Learning Responsibility

To assist the Head of Faculty in the delivery of his or her role for negotiated tasks e.g. responsibility for a Department including responsibility for key stages within your department, for monitoring and evaluation, for able, gifted and talented students and EAL students, for student behaviour for learning, for schemes of work, for work related learning relevant to your area, for curriculum development, resources and other negotiated areas of responsibility.

Purpose of the Job

1. To provide effective leadership and management of a department and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.
2. To monitor and evaluate the teaching in the department and to take the initiative in identifying strategies to support consistency of practice.
3. Play a major role in the academy's middle leadership and management assisting your Head of Faculty in creating a vision, sense of purpose and pride in the department and its work.
4. To ensure student progress is in line with national averages.
5. To ensure that courses are staffed and resourced effectively.
6. To ensure that staff teaching in your department are fully briefed as to the requirements of the appropriate specifications.
7. To ensure student entitlement to the Help Children Achieve More outcomes.
8. To act as a Team Leader within the Academy's Appraisal Policy.
9. To identify and encourage the CPD needs of staff within your remit, in conjunction with the Head of Faculty.
10. To work individually and as part of a team.
11. To give and to seek advice and support within academy policies.
12. To be familiar with and adhere to academy policies and procedures.
13. To be familiar with and contribute to the Faculty Improvement Plan and faculty self-evaluation system.
14. To take an active part in mentoring NQTs, instructors and trainee teachers.

Teaching, Learning and Student Engagement

1. To ensure consistency of practice within the department.
2. Teaching in line with department and Academy policies on e.g. assessment, teaching and learning, homework and student behaviour.
3. Monitoring and evaluation of student progress against prior attainment for all areas covered by your department.
4. Contribute to raising the profile within the academy of your department.





Lord Grey Academy

Lord Grey Can



5. Responsibility for a classroom or teaching area and its impact on learning through, for example, display and the good organisation of learning resources.
6. Reviewing and evaluating teaching and learning in lessons and across schemes of work in your department.
7. Working with SEN, EAL and support staff (including prior discussion and planning) to maximise achievement within your department.

Curricular/Departmental Development

1. Accountable for the development and delivery of subjects within the department.
2. Lead curriculum developments for the department.
3. Actively monitor and respond to curriculum development and initiatives at national, regional and local level.
4. Liaise with the Exams Manager and your Head of Faculty to maintain accreditation with the relevant examination and validating bodies.
5. Be responsible for the development of Key Skills in the subjects within your department's remit, such as Literacy and Numeracy.
6. Ensure that the development of the subject is in line with national expectations.

Resource/Information Management

1. Manage the available resources of space, staff, money and equipment within the limits, guidelines and procedures laid down for deploying the department budget.
2. Work with the Head of Faculty to ensure that the department's teaching commitments are effectively time-tabled and roomed.
3. Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
4. Make use of analysis and evaluate performance data provided including a good knowledge and usage of GO 4 Schools.
5. Develop departmental strategies and procedures (using national and academy guidelines) for teaching and learning for students with special educational needs.
6. Work with SENCO to set subject-specific targets, and match curricular materials and approaches to the needs of students.
7. Ensure that the department supports the academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEND, Equal Opportunities, Child Protection, and Equalities Act.

Stock/Resources Budget

1. Manage the department stock, teaching resources and finances efficiently, and obtain best value for money.
2. Maintain an inventory of all stock items and oversee the annual stock audit.
3. Carry out stock disposal in accordance with department and academy policies.
4. Store resources in such a way as to enable quick and easy access by all staff (and students where appropriate).

Liaison/Communication

1. Meet regularly and work with your Head of Faculty for professional support and develop effective departmental management.
2. Oversee and monitor the accuracy of exam entries and dates and work effectively with the Exams Manager and your Head of Faculty on this.
3. Act as the initial person for others to contact regarding all issues relating to the subject(s) within your department.
4. Liaise with colleagues from other key stages and sectors in order to provide a smooth transition between schools and phases for all students.
5. Liaise with curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.
6. Inform staff about new developments and ideas related to the subject and the department.





Lord Grey Academy

Lord Grey Can



7. Set and minute department meeting agendas and follow up on action points from those minutes.
8. Manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
9. Provide helpful and accurate responses to parent/carer enquiries.

Health and Safety

1. Undergo Basic First Aid training and update courses, where appropriate.
2. Be aware of the responsibility for personal "Health, Safety and Welfare" and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with "Health, Safety and Welfare".

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process – evaluating and improving own practice.

Continuing Professional Development – Staff

1. Contribute to, and take a leading role in, the provision of high quality professional development through and effective Appraisal programme, making use of, where appropriate, other sources of expertise, e.g. LAs, outside training agencies, TOVE colleagues, etc.
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed.





Lord Grey Academy

Lord Grey Can



PERSON SPECIFICATION

Relevant experience	Essential	Desirable	How evidenced
Relevant experience as a successful teacher in a secondary school	✓		A I
Up to date knowledge and understanding of teaching and learning strategies	✓		A I
Up to date knowledge of the National Curriculum and GCSE/GCE and public exam syllabus for the subject areas within your department	✓		A I
Up to date knowledge of school systems to support students in their learning, e.g. SEN, Pastoral and Assessment systems in schools	✓		A I
Education and training	Essential	Desirable	How evidenced
Qualified Teacher Status or the credentials to gain QTS or to teach in the UK	✓		A
Degree in subject or related subject	✓		A
Evidence of a commitment to own professional development		✓	A
Specific skills	Essential	Desirable	How evidenced
Effective classroom practitioner	✓		A I R
The ability to work in partnership	✓		A I
Organisational and administrative skills	✓		A
Good written and oral skills	✓		A I
IT literate	✓		A
The ability to lead a team of colleagues	✓		A I
The ability to lead on curriculum and resource management	✓		A I
The ability to lead within a curriculum area	✓		A I
Working effectively as a personal tutor	✓		A I
Personal related skills	Essential	Desirable	How evidenced
Belief that barriers to learning can be overcome	✓		A I R
A commitment to professional standards	✓		A I R
A commitment to quality and continuous improvement	✓		A
The ability to work under pressure	✓		A
Confidentiality: awareness and judgement	✓		A I R
A team orientated approach	✓		A
Management experience in a school setting		✓	A R
Experience to call colleagues to account on professional standards within your department		✓	A I

A – Application form I – Interview R - Reference





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Lord Grey Can



Advertisement

HEAD OF ART

TLT MPS/UPS SCALE
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We require, for September 2022, an enthusiastic, full-time, permanent Head of Art to join our hard working Creative Technologies Faculty team, in this large, mixed 11-19 comprehensive school. This could be an exciting first promotion for a determined colleague or might suit an experienced colleague looking for a new challenge.

The successful candidate:

- will have a strong commitment to teaching and learning in Art
- will be an effective classroom practitioner committed to raising standards for all students
- will be able to teach Art at Key Stages 3 & 4. An ability to teach KS5 would also be beneficial
- will be fully committed to enabling all students to achieve well and make good progress
- the drive and determination to motivate colleagues and students
- a creative and energetic approach to teaching and management
- good organisational skills
- the ability to lead and develop a team of teachers
- the vision to develop the courses currently offered
- open to change, new ideas and innovation.

Why choose Lord Grey Academy?

- Culture of high expectations and a strong belief that all can achieve
- Very clear routines for learning so that teachers can teach and students can learn
- Culture of support and feedback for staff
- Highly visible student-centred Leadership Team
- Positive, supportive and friendly colleagues
- Weekly CPD and regular opportunities to benefit from working with other schools in the Trust.

The right candidate will be totally aligned to our values of encouraging all students to be ambitious, determined, independent, respectful and successful and completely committed to promoting our mantra of Lord Grey Can!

A lesson observation and a formal interview will form the selection criteria. A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:
<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Tuesday 8th February 2022. Details on how to apply for this post are in the How to Apply Section of this booklet.

Only successfully short-listed candidates will be contacted.





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Lord Grey Can



Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





Lord Grey Academy

Lord Grey Can



Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





Lord Grey Academy

Lord Grey Can



How to Apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 2 sides of A4.

