

Sutton Grammar School



Head of Art

Information for Candidates

Headmaster's welcome



Sutton Grammar School stands out as a superb institution, with a well deserved local and national reputation for its kind, inclusive and dynamic community, as well as its excellent academic outcomes. It is a thriving and purposeful school that puts the nurture of its students' welfare on a par with the nurture of their intellect.

We very much appreciate our staff as our greatest asset. It is the knowledge and commitment of the staff that makes a huge difference to the quality and breadth of the educational and extra-curricular experiences we can offer our students. We seek to reflect this in our supportive and friendly staffroom culture and our 'improve, not prove' approach to appraisal and professional development.

At Sutton Grammar we embrace and celebrate difference and we are proud to be an equal opportunity employer. All staff who work at Sutton Grammar will find an environment that is safe, engaging and embodies the school ethos of excellence, integrity, kindness and community.

Please read carefully through this pack, which includes our safeguarding, equality and data protection statements, prior to applying.

We very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ben Cloves'.

Ben Cloves
Headmaster





Our staff

Staff wellbeing is paramount at Sutton Grammar. The whole staff are professionally supportive, fostering an environment where commitment to relevant and high-quality training is a shared goal. Continuous Professional Development is not just a routine but a thoughtful process tailored to individual needs and personal career progression. The camaraderie among our staff is clearly expressed through various events, from the Christmas quiz night to a summer barbecue and weekly sports activities like five-a-side football and badminton, creating a strong sense of community. The staff room is a friendly and busy place at lunchtimes, although the breaktime biscuits are always the highlight of the week.

There is also a staff committee who not only help to organise events but also meet once a term to discuss policies, proposals and staff welfare. This collaboration promotes a dialogue and flexibility that aids a healthy work-life balance. Sutton Grammar is also part of the Employee Assistance Programme (EAP). The EAP is staffed by a team of highly trained and qualified professionals who are experts in fields such as wellbeing, family matters, relationships, debt management, workplace issues, consumer rights and much more. Our admissions policy offers advantageous conditions for current staff who would be interested in their children applying for a place at the school.

Staff testimonials

"Teaching ambitious, motivated students is a joy. SGS is a high-achieving school with a heart; we're not an exam factory. There is a real sense of community and pride among the staff, students, families and community of Sutton Grammar."

"The strong academic culture and positive behaviour at SGS mean teachers can spend more time and energy on excellent teaching, rich schemes of work and a wealth of extra-curricular."

"The students are so passionate and hard-working, which means teaching is centred around a shared passion for your subject. The most impressive thing about SGS is the variety and quantity of extra-curriculum offered to our keen students. It's hard not to get involved with such an enthusiastic group of students."



Opportunities to get involved

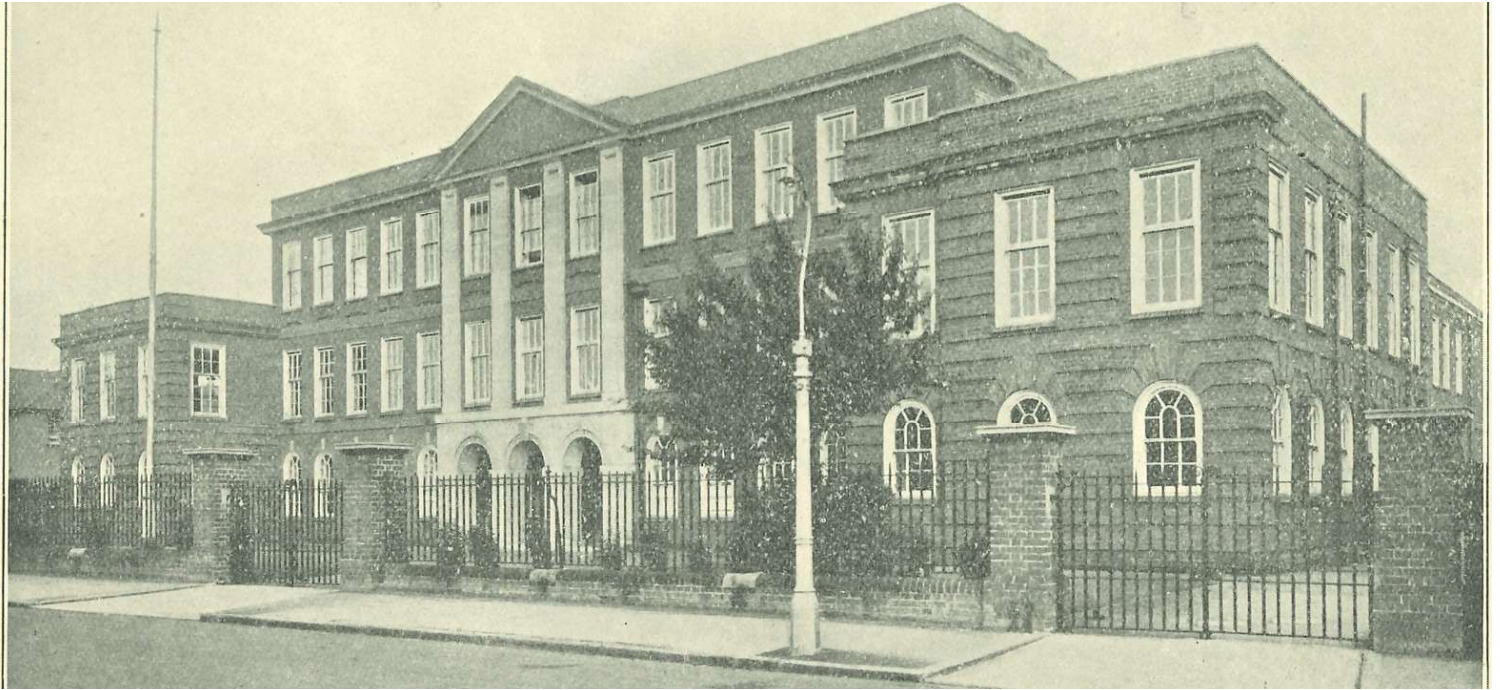
For many staff, one of the benefits of working with such enthusiastic and engaging pupils is the motivation this affords to get involved in a range of extra-curricular opportunities.

We provide a large extra-curricular programme at lunchtimes and after school, including board games, history and environment clubs, chess teams, orchestra and music clubs, debating teams and much more. If you're a sports fan, there is always the chance to step on our beautiful playing fields and try your hand at coaching football and cricket teams or help out at athletics events. The school also has a thriving Combined Cadet Force that is attended by a large number of our pupils. To view our current extra-curricular clubs timetable, please [click here](#).

Trips run throughout the school year, ranging from conferences in London to skiing in the Alps. These provide another rich selection of experiences for students and staff alike. Several of these trips occur in Activities Week in the summer term, where the whole school takes part in a variety of extra-curricular pursuits. These include day trips to London and language trips to France, Germany and Spain. Other trips include visits to Washington, Iceland, Devon, Berlin and WWI battlefields. The Duke of Edinburgh Scheme is a popular pursuit for pupils, and staff have the opportunity to join these weekends for a chance to explore the great outdoors.

'It is very often the activities outside of the classroom that will give our pupils their first opportunities of leadership and service. They learn to work together, learn to take initiative, learn how to lose and learn which things are more important than winning and losing' - Mr Costello, Head of Curriculum

'The best thing about coming to SGS is the range of extra-curricular clubs and activities because there are so many to choose from. You will definitely find one you like, and you can even start your own club' - Ben, Year 8 pupil



School history

Sutton Grammar School was founded in 1899 and moved to its present location in 1928. Its motto *Keep Faith* was adopted in 1954, replacing its previous motto *Floreat Suttona* (may Sutton flourish).

There is a thriving House system within the school. After years of a four-house system, a fifth house was introduced in 2017 to accommodate an increase in the number of students entering the school. The houses are named after the four roads around the school, with the fifth house being named after the original site. Each year the House Shield is fiercely contested by pupils, who score points for their houses through a variety of competitions including, arts, music, science, sports and literature.

The Old Suttonians Association is an organisation for former pupils and staff which hosts several events each year and fields numerous sports teams. Many Old Suttonians offer mentoring and careers advice to current students and work hard to maintain close links with the school.

Our location

The school is located in the heart of Sutton, a town with a thriving high street, excellent transport links and numerous green spaces in the town and nearby.

The school is just a short stroll from Sutton's mile-long high street, which boasts many popular, well known stores. There are numerous restaurants, bars and even a live music venue for those looking to socialise after work.

Sutton train station is half a mile from the school and boasts direct rail links to Clapham Junction, Victoria, London Bridge and St Pancras International. Sutton is also served more than 20 bus routes and has good links by car to the M25 and A3.



Head of Art

We are looking to appoint a dynamic and inspirational full-time Head of Art to join our thriving school community. Sutton Grammar School is an over-subscribed and highly successful institution located in the heart of Sutton. We have a strong reputation for the holistic development and pastoral care of our young people and are now looking for an additional new member of staff to join us, and take a lead in this important area of school life.

This is an exciting and rare opportunity to join one of the top performing schools in England to develop the future of this department while putting your own stamp on the path forward. The successful candidate will provide strong academic leadership while leading, managing and developing the department to ensure it achieves the highest possible standards of excellence in all its activities. Currently, SGS offers Edexcel GCSE Fine Art and Photography, Edexcel A Level Fine Art and Art, Craft and Design, as well as a full and varied key stage three programme.

We are seeking someone who:

- Is passionate about sharing their knowledge and love of Art with our pupils.
- Employs a creative approach to developing lessons and collaborates effectively with colleagues.
- Has strong communications skills

At Sutton Grammar School we offer:

- The opportunity to work with bright, perceptive and ambitious young people
- First class pastoral care with a clear focus on the wellbeing of students and staff alike
- A well established department and a supportive and friendly wider School Common Room
- A broad range of enrichment projects and activities across the whole school in which to get involved

Head of Art Job Description

Salary/Grade: Appropriate position on the main or upper pay scale plus TLR 2a (£7,847)

Reporting to: Head of Faculty

Responsible for: Teaching staff, teaching assistants and technicians within the department.

Liaising with: Head / Deputy Head / Asst Heads / Heads of Year / SENDCO/ Pastoral and Student Support Officer/ Heads of Faculty/Heads of Department and relevant staff with cross-school responsibilities, relevant support staff, and parents.

Key responsibilities:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher/ form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

MAIN DUTIES

Operational/Strategic Planning

- To manage the development and implementation of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject.
- To contribute to the subject and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole school planning activities

Curriculum:

- To ensure that the department provides a range of teaching which complements the school's strategic objectives.
- To manage the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's overall objectives.

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the school's performance management process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures and to seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To review, develop and manage activities relating to the curriculum, organisation and pastoral functions of the school.

Head of Art Job Description

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools and contribute to the development of the school's website.

Management of Resources:

- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the school, department and the pupils.

Pastoral System:

- To apply the behaviour management systems so that effective learning can take place.
- To be a form tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the form tutor group as a whole.
- To liaise with the head of year to ensure the implementation of the school's pastoral curriculum.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans, subject reviews and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHE, citizenship, enterprise and other cross-curricular initiatives according to school policy

Teaching:

- To undertake a designated programme of teaching, including the setting and marking of work, and ensure a high quality learning experience for pupils using a variety of teaching methods.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that literacy, numeracy and any current school foci are reflected in the teaching/learning experience of pupils
- To prepare and update subject materials.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and school policies and to encourage other staff and all pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by members of SLT not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors, telephone callers and e-mailers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

This job description may be changed by the Headmaster to reflect the changing needs/policies of the school in line with the school development plan.

Date (checked January 2024)

Head of Art Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • Postgraduate level qualification
Experience	<ul style="list-style-type: none"> • Substantial, successful teaching experience • Experience as an effective leader in an academic organisation 	<ul style="list-style-type: none"> • Curriculum leadership
Professional Development	<ul style="list-style-type: none"> • Evidence of continuing professional development relating to school leadership and management, and curriculum / teaching and learning • Experience of leading/co-ordinating professional development opportunities • Ability to identify own learning needs and to support others in identifying their learning needs 	<ul style="list-style-type: none"> • Experience of working with other schools/organisations /agencies
Strategic Leadership	<ul style="list-style-type: none"> • Ability to articulate and share a vision • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these • Knowledge of what constitutes quality in educational provision, the characteristics of effective teachers and strategies for raising standards and the achievement of all students • Understanding of and commitment to promoting and safeguarding the welfare of students 	<ul style="list-style-type: none"> • Ability to inspire and motivate staff, students, parents and governors to achieve the aims of the school • Understanding of change management • Evidence of having successfully translated vision into reality at department level
Teaching & Learning	<ul style="list-style-type: none"> • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students • A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning • Experience of effective monitoring and evaluation of teaching and learning • Successful assessment of teaching and learning practises and strategies to improve practitioner skills 	<ul style="list-style-type: none"> • Knowledge of statutory requirements relating to the curriculum and assessment

Head of Art Person Specification

Category	Essential	Desirable
Leading & Managing Staff	<ul style="list-style-type: none">• Experience of working in and leading teams• Ability to delegate work and support colleagues in undertaking responsibilities• Experience of appraisal, and supporting the continuing professional development of colleagues• Ability to build and maintain good relationships	<ul style="list-style-type: none">• Understanding of effective budget planning and resource deployment• Successful involvement in staff recruitment, appointment/induction• Leading departmental initiatives and gaining buy in for them
Accountability	<ul style="list-style-type: none">• Ability to provide clear information and advice to staff and school leadership team• Experience of offering challenge and support to improve performance	
Skills, Qualities & Abilities	<ul style="list-style-type: none">• Ability to organise work, prioritise tasks, make decisions and manage time effectively• Confidence, drive, enthusiasm and compassion• High quality teaching skills• High expectations of students' learning and attainment• Strong commitment to school improvement and raising achievement for all• Flexibility and resilience• Ability to remain positive and enthusiastic when working under pressure	<ul style="list-style-type: none">• Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, students, parents, governors• Ability in the use of ICT for personal use and knowledge for whole school application

How to apply

Closing date for applications: **Monday 6th May 2024**

Date for interviews: **Friday 10th May 2024**

To apply please use the online application form - Quick Apply, via the TES website.

We reserve the right to invite shortlisted candidates for interview ahead of the closing date and may withdraw this vacancy at any time if there is a good level of response. We would therefore recommend that you submit your application as early as possible.

If you have not been called for interview by 10th May then your application has been unsuccessful.



Sutton Grammar School is a safer recruiter. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) and an internet and social media check. Sutton Grammar School is an equal opportunities employer.

Safeguarding Statement:

Sutton Grammar School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

Sutton Grammar School has policies and procedures in place to deal effectively with child protection and safeguarding issues, which include tackling radicalisation and extremism, together with recording and monitoring processes. All staff are trained to a level appropriate to their safeguarding responsibilities.

To promote a safe environment for students, SGS employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.

Equality Statement:

Sutton Grammar School is fully committed to equality and to valuing diversity as an employer and a provider of education, and so Sutton Grammar School is committed to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Data Protection:

As part of our recruitment process, Sutton Grammar School collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please see our website

Excellence Kindness

Integrity Community

Excellence

We strive to reach a standard of excellence in everything that we do. From tasks and activities inside and outside the classroom, to being a role-model and ambassador for the School. Excellent effort and participation are on a par with excellent academic outcomes.

"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." - Will Durant, American historian and philosopher

Integrity

We aim to always be honest and hardworking, and to take decisions and actions informed by our principles. We will act with good character when we are unwatched as watched.

"I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live up to what light I have." - Abraham Lincoln, 16th President of the United States

Kindness

We will endeavour to make kindness a feature of all interactions in our School. We are friendly, generous and considerate.

"What wisdom can you find greater than kindness." - Jean-Jacques Rousseau, Genevan philosopher, writer and composer

Community

Our strength comes from our tolerance, inclusivity and cohesion. A sense of belonging to an SGS family that will last beyond our years at school. Seeking to serve more than just ourselves.

"Education is for improving the lives of others and for leaving your community and world better than you found it." - Marian Wright Edelman, Civil Rights activist

