

**Bury Church of England High School**

Haslam Brow, Bury, Gt. Manchester, BL9 OTS

Tel: 0161 797 6236

Email: offman@burychurch.bury.ch.uk Website: [www.burychurch.bury.sch.uk](http://www.burychurch.bury.sch.uk)

**11-16 Mixed Comprehensive School**

**NOR: 829**

**Head of Creative Arts TLR 2C, £7,017 per annum**

**Teachers Main and Upper Pay Scale £25,713 to £41,603**

**Required for 1st September 2021**

The Governors seek to appoint a well-qualified, innovative and committed leader to take up this exciting newly created role to bring together Art, Drama and Music under one faculty in this heavily oversubscribed, historic, high achieving, Church of England High school. You must be a qualified and experienced Art Teacher with the ability to lead colleagues in Music and Drama.

You must have a degree in Art or related discipline. You will be expected to teach the full ability range across Key Stage 3 and 4 and have a good understanding of the application of ICT skills in teaching Art. We are looking for someone with a passion to deliver enrichment in the curriculum to expand the horizons of our young people.

**Why join us?**

“At Bury Church, all staff, regardless of position, time spent in the profession or length of service are treated alike so joining the school will be a welcoming and smooth transition. Ambition is welcome, as staff are actively encouraged to set personal goals to develop the skills required for career progression. However, always, we are united in our common objective to deliver quality first teaching.” – statement from a recently qualified teacher.

“I think my 20 years served here say it all - with smiles this big and such wonderful year groups to manage and teach I just cannot imagine leaving, it is a testament to the school that I am excited for my own children to come here. Every day there is something to smile about and the relationships I have forged here are based on mutual respect and care.” – statement from a long serving teacher with management responsibilities,

The successful candidate will be actively supported through our own in-house CPD and our wider network of support programmes.

You will be expected to motivate and excite pupils so they can learn effectively and achieve high standards.

You must be willing to actively promote the Christian ethos and contribute to building the caring Christian community of the school.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The appointment is subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

Application forms and further details are obtainable via the school website: [www.burychurch.bury.sch.uk](http://www.burychurch.bury.sch.uk/) and completed application forms are returnable by email to recruitment@burychurch.bury.sch.uk or by post for the attention of the Headteacher.

**Closing Date for applications: 9.00 am on Friday 7 May 2021. Interviews will take place Friday 14 May.**

*Bury Church of England High School is committed to safeguarding and promoting the welfare of children and young people.*

April 2021

Dear Applicant

**Re: Head of Creative Arts**

Thank you for your interest in Bury Church of England High School. I hope the information provided here gives you what you require at this stage as you consider whether or not to apply for the post.

We are creating a true centre of excellence where every child and member of staff is valued and encouraged to **“let their light shine”.**

We are a school with a rich history which has served Bury for more than 250 years and which remains at the heart of the community. The school is a Church of England voluntary aided school where the Governors are the employer and staff have National Society contracts of employment.

We are proud of the school’s good practice and high standards of achievement. Like any school we also have our challenges, but through our collective efforts, Governors, staff, parents and community partners are committed to improving the effectiveness of the school yet further. Our aim is to provide a high quality educational experience for our pupils as we help to prepare them for adulthood and lifelong learning.

If you can work collaboratively, are emotionally intelligent and resilient, then Bury Church of England High School is a good place to be. We were judged as ‘Good’ (February 2020) by Ofsted and Outstanding in our SIAMs Inspection (March 2017).

The Governors seek to appoint a well-qualified, innovative and committed individual who will support the values, aims and ethos of the school and work hard with us to help realise our vision.

We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on our website. We hope you will find the details informative and of interest to you. If there is anything else you would like to know, please contact me and also, if you wish, we can arrange a tour of the school prior to you submitting an application.

If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful. Whatever the outcome, we thank you for your interest.

Yours sincerely,



Simon Braithwaite BA (Hons) NPQH

Headteacher

**Job Description Head of Creative Arts**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Head of Creative Arts  | Job Holder |  |
| Department/Group: | Creative Arts  | Responsible for: | Strategic Leadership for the Creative Arts subjects (Art, Drama and Music) |
| Level/Salary Range: | Teachers Pay Scale + TLR2C | Reporting to: | SLT Line Manager for Creative Arts |
| Safer Recruitment Statement |
| Bury Church of England High 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 staff at Bury Church of England High School are required to: |
| * uphold and promote the School Vision and current aims
* uphold and promote the Christian ethos of the school
* demonstrate through action the core value of Believe, Achieve, Inspire
* support and contribute to the achievement of all students academically and pastorally
* support and contribute to the school’s responsibility for safeguarding all students
* undertake professional development activities to enhance personal development and job performance
* maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents, staff and other stakeholders
* comply with and actively promote all school policies and procedures including, safeguarding, child protection, heath and safety, confidentiality and data protection
* take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.
 |
| Main Objectives of Role: |
| To provide professional leadership and management for the Creative Arts suite of subjects which includes Art, Drama and MusicTo be a role model to members of the faculty, demonstrating excellent teaching and learning in their own practice and provide innovative curriculum thinking to drive the curriculum forward in all three subjectsTo raise standards across all three subjects in Teaching and Learning and Curriculum leading to better outcomes for all |
| Job Description |
| The School Teacher’s Pay and Conditions Document sets out the statutory responsibilities for all teachers. This job description complements that document and provides the specific context for this post. **Specific TLR responsibility:*** promote and develop teamwork between the three subjects in the faculty, bringing staff together on shared objectives
* lead the curriculum area in the development of high-quality teaching and learning that meets the expectations of the Teaching & Learning Policy ensuring that schemes of work are fit for purpose and drive outstanding achievement
* provide high quality strategic leadership of the faculty, ensuring that the SEF and School Development Plan are implemented as well as a collaborative faculty wide raising attainment plan
* produce exam reports for all three subjects in the faculty meeting the deadline for all plans as required
* lead and manage the curriculum in all three subjects and develop a clear enrichment curriculum ensuring that our students have a deep and rich experience of the subjects within the faculty and beyond the classroom
* review the syllabus offered at GSCE regularly making sure they are fit for purpose and meet the needs of our leaners, including the implementation of vocational qualifications as required
* ensure that robust assessment and recording is carried out by all members of the faculty, and track and monitor the performance of students making sure that achievement is recognised, and underachievement addressed
* set expectations for staff and objectives using the appraisal system, supporting teaching staff in their CPD and holding staff to account for their individual performance
* implement the School Quality Assurance process at faculty level ensuring that findings are acted upon in a timely fashion
* ensure that curriculum specific Health and Safety documents including risk assessments are written, implemented and are followed within the faculty adhering to latest national guidance
* manage the delegated faculty capitation budget ensuring value for money in terms of resources and that it is utilised to raise standards
* participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
* Attend meetings as directed by the Headteacher and SLT line-manager in line with school policy for TLR holder’s

**The classroom teacher will**:* demonstrate consistently the positive attitudes, Christian values and behaviour which are expected of all students
* ensure that high quality lessons are planned, prepared and delivered in accordance with school and department policy
* demonstrate excellent and secure subject knowledge and a clear understanding of how pupils learn, ensuring teaching methods are age appropriate
* demonstrate a critical understanding of developments in the subject and its curriculum areas
* ensure lessons are planned for accessible learning, taking into account the capabilities, prior knowledge and specific needs of students, making sure all students are challenged and stretched at an appropriate level
* follow the National Curriculum framework and exam board specifications and syllabus in planning
* contribute to the planning, preparation and implementation of schemes of work in the subject
* assess, record and report on pupil progress, promoting excellent progress outcomes for pupils
* be accountable for student performance in the classes that they teach and strive to achieve the best possible results
* deliver high quality learning experiences in other subjects such as PHSCE as required
* manage behaviour effectively to ensure a good and safe learning environment in the classroom and around school, following the school’s behaviour policy, promoting calm and respectful manners
* accurately record pupil attendance
* maintain good relationships with students, exercise appropriate authority and act decisively when necessary
* produce appropriate risk assessments for the subject to ensure that compliance with the HSE is fully met

 **Fulfil wider professional responsibilities:*** make a positive contribution to the wider life and Christian ethos of the school
* participate in appropriate professional development including the school’s CPD programme
* contribute to full staff and department meetings and attend parents’ consultation evenings
* take on the role of form tutor
* maintain professionalism in all aspects of your work

**Safeguarding of children and young people** The post holder is responsible for promoting and safeguarding the welfare of all children and young people with whom they come into contact. |
| All Staff at Bury Church of England High School will: |
| * seek to be positive and build up the common good through their own individual contribution to school life
* continue personal and professional development as agreed, sharing best practice with others
* be courteous to colleagues and provide a welcoming environment to all
* follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description
* engage actively in the performance review process
* promote equality and celebrate diversity, seeking to reduce disadvantage and to encourage aspirations and participation from people who might not otherwise join in

This job description is current at the date shown but, following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It will be reviewed annually. This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be so construed. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment. |
| Postholder: |  | Date: |  |
| Head: |  | Date: |  |
| Last Updated: | April 2021 |

**Person Specification Head of Creative Arts**

**Note to applicants:**

 **please provide evidence and examples in your application of how you meet the required criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria**  | **Essential/Desirable**  | **MOA(\*)** |
| **(\*) Method of Assessment A=** Application **I =Interview LO = Lesson Observation** |
| **Qualifications**  | Qualified Teacher Status | **E** | **A&Certificate**  |
| An **Art** based degree | **E** | **A&Certificate**  |
| Experience of recent professional development | **D** | **A / I** |
| **Leadership and Management** | Ability to develop others and motivate staff, bringing together three subjects under one faculty | **E** |  |
| Experience of designing a curriculum that meets the needs of all learners | **E** | **A/I** |
| Evidence of line managing others and managing staff performance  | **E** | **A/I** |
| Evidence of producing an accurate self-evaluation and putting in place a clear development plan | **D** | **A/I** |
| Evidence of improving and sustaining achievement and progress for all | **E** | **A/I** |
| **Experience**  | Experience of Teaching **Art** at KS 3 and 4  | **E** | **A / I** |
| Experience of working with a wide range of pupils | **E** | **A / I** |
| Evidence of ability to create a challenging and effective learning environment  | **E** | **LO / I** |
| Experience as an external exam moderator  | **D** | **A / I** |
| **Skills and Knowledge**  | High level teaching and organisation skills | **E** | **A / LO** |
| Sound understanding of current issues relating to the subject | **E** | **A / I** |
| Good time management skills and a high level of personal organisation | **E** | **LO / I** |
| Good interpersonal and communication skills  | **E** | **LO/ I** |
| Awareness and understanding of pupil progress | **E** | **A/ LO/ I** |
| Good ICT skills  | **D** | **LO/ I** |
| **Curriculum**  | Knowledge of current curriculum developments including assessment for learning (AFL) | **E** | **A / I** |
| Ability to plan and prepare schemes of work for the delivery of lessons in all key stages | **E** | **A/ LO/ I** |
| Excellent understanding of data and its impact on planning for progress | **E** | **A / I** |
| Ability to ensure good progress is made by all pupils | **E** | **LO / I** |
| Knowledge of baseline assessment and value added measures | **E** | **A / I** |
| **Work related circumstances – professional values and practices Bury Church of England High School**  | High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | **E** | **A / I** |
| Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | **E** | **A / I** |
| Commitment to school’s Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work | **E** | **A / I** |
| Evidence of active Christian Commitment  | **D** | **I** |
| Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice | **E** | **I** |
| Ability to liaise sensitively and effectively with parents and carers recognising their role in student learning | **E** | **A / I** |
| Ability to improve their own practice through observations, evaluations and discussion with colleagues | **E** | **I** |
| Be flexible with an ability to be able to embrace and generate change | **E** | **I** |
| The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  | **E** | **A / I** |
| Willingness to be involved in the wider life of the school/extra-curricular activities. | **E** | **A / I** |
| This post is subject to an enhanced disclosure from the Disclosure & Barring Service | **E** | **Satisfactory DBS after interview**  |