



# HEAD OF THE ART & TEXTILES DEPARTMENT

Samuel Whitbread Academy  
Application Pack

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Welcome to BEST and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Shefford Road  
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Shefford  
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## BEST VISION, VALUES & BELIEFS



### **BEST Vision Statement**

#### **To grow the BEST in everyone**

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

### **BEST Values**

We will:

#### **Always put Children first**

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

#### **Collaborate to support and compete to challenge**

Our schools work together to add value and compete to continually improve

#### **Provide community based provision**

Our schools form a coherent learning community at the heart of the Bedfordshire community

#### **Have the courage to be compassionate**

Our community treats all with trust, kindness and honesty

### **BEST Beliefs**

We will:

#### **Deliver BEST outcomes**

Outcomes will be in the top 20% nationally

#### **Provide BEST opportunities**

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

#### **Nurture talent**

Our responsibility is to invest in our people and bring out the BEST in everyone

#### **Operate a high autonomy, high accountability culture**

Professionals will lead our system and take responsibility to continually raise standards

#### **Lead through service**

Leaders and followers will work together with mutual respect and shared responsibility

## THE ART & TEXTILES DEPARTMENT

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the village of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school. In October 2017 the Academy was inspected and judged as Good, with Outstanding features by Ofsted. We are committed in continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise levels of achievement.

The size of the Academy and membership of the Trust mean that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy. We are also a member of SUPER, a research based school improvement network of similarly minded schools, led by Cambridge University, and offer both a Masters and PhD programme through the University. The Trust also includes a Training School and has an Outstanding Nursery (Ofsted 2012) onsite which is available to staff.

The Art and Textiles Department is unapologetically ambitious, striving to be in the top 5% nationally, and the team work tirelessly to develop individuals who take risks and who develop a love of art and creativity. The Department is led and managed by the Head of Department with two further subject specific Teachers. All Teachers are confident in mixed media and we are rightly proud of our broad and deep curriculum offer. To support the Department there is one full-time and one part-time Technician and we also have our own Artist in Residence.

The Department is dedicated to helping students achieve their best and has a great team spirit of support, good humour, passion for the subject and professionalism. The work produced by the students shows individuality, a desire to grow as artists and we create an environment that enables students to springboard into the next stage of further education without prescription. Many students take Art at all levels, and go on to further study and careers in the Creative Industries.

Art and Textiles at Samuel Whitbread Academy promote the visual learner and thinker. Learning through and about the visual arts enriches the experience of studying whilst at school as well as preparing students for after education. Art and Textiles encourages self-expression, creativity and can build confidence as well as a sense of individual identity.

Art and Textiles is taught at KS3, KS4 as well as KS5 and has run successfully with students consistently achieve above national average results. Fine Art, Graphic Communications, Textiles, Printing and Ceramics are strong elements of the courses taught and all Teachers deliver these disciplines in lessons.

We benefit from exceptional physical spaces. Staff work in dedicated art rooms and whilst every Teacher has their own classroom, Ceramics, Textiles and Printing are taught in specialist rooms. There is also an independent Sixth Form study room for Art students as independent working is encouraged between lessons.

## JOB DESCRIPTION

### Head of Art & Textiles Department

|                            |   |
|----------------------------|---|
| <b>JOB TITLE:</b>          | Head of Art and Textiles Department   |
| <b>BASED AT:</b>           | Samuel Whitbread Academy  |
| <b>SALARY/GRADE RANGE:</b> | MPS/UPS plus TLR 2C   |
| <b>RESPONSIBLE TO:</b>     | Senior Leadership Team Link   |
| <b>LIAISING WITH:</b>      | The SWA SLT, Local Governing Bodies, Heads of Pastoral Care, Tutors, Student Support Services and relevant staff with pastoral and cross-curricular responsibilities, relevant non-teaching support staff, LA staff, parents and governors. |

### ABOUT BEST

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

### THE DEPARTMENT

The Art and Textiles Department has an important role in the success of Samuel Whitbread Academy (SWA) and is highly regarded by parents and students alike. Results are consistently good at both GCSE and A-Level but staff are not complacent and are consistently striving for further improvement.

### PURPOSE OF ROLE

- To support the Academy in its continuing drive to improve and increase pupil outcomes.
- To be accountable for student outcomes in Art and Textiles at GCSE and A level.
- To ensure that student progress data is used effectively to raise standards across the department.
- To promote and support teaching and learning within the Department that aspires to the highest standards through quality leadership, challenge and support.
- To lead, manage, deploy and monitor teams of staff.
- To effectively manage the financial and physical resources for the Department.

### SPECIFIC DUTIES OF ROLE

#### Outcomes:

- To be accountable for student progress and attainment in KS4 and KS5.
- To promote excellence within the Department in order to encourage and support students in making progress that is in line with, or above expectations.
- To ensure that student progress data, tracking and high impact intervention is used effectively to raise standards across the Department.
- To analyse performance data for all target groups (PP, FSM, CLA, SEN, Gender, EM, CLA and High Attainers) at SWA liaising with the SENCo, Heads of Subject and other relevant staff as appropriate regarding data, intervention and challenge for these students.

### **Teaching and Learning:**

- To promote and support teaching and learning within the Department that aspires to the highest standards through quality leadership, challenge and support.
- To lead the development of pedagogy through monitoring, evaluating and supporting learning in lessons, exemplifying good practice in your classrooms and being open to others observing this.
- To monitor the standard of teaching and learning by completing regular lesson observations, learning walks and work scrutiny.
- To be prepared to challenge underperformance of staff through regular monitoring and support which may lead to Capability or Disciplinary procedures.
- To ensure that live and engaging Schemes of Learning are in place for each Key Stage, and that regular, appropriate and planned homework contributes to learning.
- To keep abreast of new developments in the curriculum and attend regular standardisation meetings and feedback developments to the Department.
- To monitor and maintain shared resources, ensuring that Department members follow shared resource systems and communicate with IT Services and ICT provision.
- To chair and organise Department meetings and ensure that they are focused on teaching and learning, ensuring that all staff attend Department meetings and briefings, that minutes are kept and copies e-mailed out.
- To play an active role in developing effective Appraisal across the Department and help facilitate appropriate CPD within the Department – particularly Department Lesson Study.
- To work within the allocated CPD funds and Appraisal processes to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake an appropriate programme of teaching in accordance with the duties of a Head of a Core Department.

### **Leadership:**

- To lead and inspire staff and students
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To work with the department to analyse performance and develop the Self Evaluation Form (SEF) and Department Development Plan (DDP).
- To contribute to the whole school Development and Improvement Plan.
- To line-manage all members of the Department Team – making effective use of UPS teachers and TLR holders as appropriate to their role.
- To undertake Appraisal Reviews and to act as a team leader in the Appraisal Review process with designated staff.
- To participate in the interview process for posts when required.
- To ensure new staff and staff new to post are inducted in line with BEST procedures, providing feedback on progress as appropriate.
- To attend Head of Department meetings, communicating the outcomes to your Department members.
- To participate in BEST's ITT activity and NQT programme across BEST Schools as appropriate.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of BEST at all times.
- To liaise and work with the Timetable Team to ensure the correct allocation and organisation of classes, staffing and rooming.
- To liaise with the subject leaders, the Exams Officer, Department staff and the SENCo to ensure that students are correctly entered for appropriate exams and adequately supported via exam arrangements.

- To effectively manage the financial and physical resources for the Department.
- To plan the spending of the Departmental budget, and monitor consumables (across the Department) and place orders as required.
- To work with middle school liaison coordinators and other subject leaders to ensure smooth transition and student progress across the Trust.

**Behaviours:**

- To contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students.
- To consistently model in their own classroom the same high quality, high impact practice that will be expected from all members of the Department team.
- To support and give guidance to colleagues with behavioural management techniques, when and if required.
- To ensure the learning environment in the Department is of a high quality, and is tidy and safe.
- To help maintain a calm and purposeful atmosphere around the school, in and out of classrooms, especially in the Department.

**Across the BEST Academies:**

- To implement BEST policies and procedures.
- To take part in the review of mechanisms within the aims and objectives of BEST.
- To establish a strong and supportive ethos across BEST.
- To work with and inform Local Governing Bodies and BEST Directors

**Note:**

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.

## PERSON SPECIFICATION

### Head of the Art & Textiles Department

| Attributes                             | Essential  | Desirable  |
|--|--|--|
| <b>Education &amp; Qualifications</b>  | <ul style="list-style-type: none"> <li>• Relevant Degree</li> <li>• Teaching Qualification</li> <li>• Evidence of Continual Professional Development</li> </ul>  | <ul style="list-style-type: none"> <li>• Leadership qualification e.g. leading from the middle.</li> </ul>   |
| <b>Relevant Experience</b>             | <ul style="list-style-type: none"> <li>• Successful teaching at KS3, KS4 and KS5</li> <li>• Understanding and application of strategies to raise standards across the ability range through effective teaching and learning</li> <li>• Able to evidence sensitivity to the learning needs of all pupils</li> <li>• Demonstrate understanding of using comparative data, together with information about pupil's prior attainment to establish benchmarks and set targets for improvement</li> <li>• Able to demonstrate ability to use excellent practice in assessment techniques and the monitoring of pupil progress across all key stages.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience as a TLR holder</li> </ul>   |
| <b>Relevant Skills &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• Ability to push learning and teaching to the top of any agenda</li> <li>• Ability to lead and manage staff team for the development of the subject</li> <li>• Demonstrate ability to use data as an effective tool.</li> <li>• Ability to inspire, enthuse and motivate pupils and staff</li> <li>• Good classroom management to encourage positive behaviour</li> <li>• To be able to prioritise, plan, lead and organise the work of this curriculum subject</li> <li>• Monitor, evaluate and review the development of the subject</li> <li>• Demonstrate creative problem solving and good communication skills</li> <li>• Ability to work collaboratively or on own initiative</li> <li>• Ability to prioritise effectively with good administrative skills</li> </ul> | <ul style="list-style-type: none"> <li>• Able to demonstrate application of ART to development of learning and teaching in the subject</li> <li>• Manage the subject budget and ensure the effective and efficient use of resources</li> </ul> |
| <b>Personal Qualities</b>              | <ul style="list-style-type: none"> <li>• Willingness to be flexible and take the initiative in situations</li> <li>• Willingness to undertake further training</li> <li>• A commitment to equality principles and practices.</li> <li>• The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities</li> <li>• Enthusiasm and a good sense of humour.</li> </ul>   |  |
| <b>Physical</b>                        | <ul style="list-style-type: none"> <li>• Ability to perform all the physical duties of the post</li> </ul>   |  |
| <b>Other</b>                           | <ul style="list-style-type: none"> <li>• Willingness with reasonable notice to adjust working arrangements</li> <li>• Values and respects the views and needs of children and young people</li> <li>• Post is subject to obtaining appropriate DBS clearance (after offer made)</li> </ul>   | <ul style="list-style-type: none"> <li>• Clean driving licence and ability to travel independently to other academies within the Trust</li> </ul>  |

## HOW TO APPLY

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know.

Applications may be made online via the mynewterm website <https://www.mynewterm.com/> If you would prefer a Word Application Form, one may be obtained by directly emailing Samuel Whitbread Academy via the contact details on page three of this application pack.

All applications must be received by the closing date of:

**Closing date: Sunday 20<sup>th</sup> February 2022**

**Interview date: w/c Monday 21<sup>st</sup> February 2022**

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

We are committed to the safeguarding and promotion of children's welfare and all offers of employment are subject to DBS clearance and satisfactory references.

We look forward to receiving your application.

HR Team  
Bedfordshire Schools Trust  
BEST House  
Shefford Road  
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SG17 5QS

# USEFUL LINKS



[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



[www.camptonacademy.org.uk](http://www.camptonacademy.org.uk)



[www.etonbury.org.uk](http://www.etonbury.org.uk)



[www.gothicmede.org.uk](http://www.gothicmede.org.uk)



[www.gravenhurstlower.org.uk](http://www.gravenhurstlower.org.uk)



[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)



[www.lawnsideacademy.org.uk](http://www.lawnsideacademy.org.uk)



[www.pixbrookacademy.co.uk](http://www.pixbrookacademy.co.uk)



[www.robertbloomfield.beds.sch.uk](http://www.robertbloomfield.beds.sch.uk)



[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)



[www.stchristophersacademy.org](http://www.stchristophersacademy.org)



[www.bedsscitt.org.uk](http://www.bedsscitt.org.uk)



[www.bestnurseries.co.uk](http://www.bestnurseries.co.uk)



[www.bestteachingschool.org.uk](http://www.bestteachingschool.org.uk)