

UPLANDS

COMMUNITY COLLEGE

Subject leader for Art & Design

Application Pack



Letter from the Principal

Dear Candidate,

Many thanks for your interest in applying for a position at Uplands. Our mission is to empower our students to 'dream more, learn more, do more and become more'. We recognise that we are developing the next generation of leaders and we want our young people to make a positive contribution to their families, their local communities, and their workplaces throughout their lives.

Uplands will be converting to an Academy in September 2022 and will be a member of the MARK Education Trust (formally Beacon Community College Academy Trust). The acronym MARK was selected because staff who work in the trust are motivated, ambitious, resourceful, and knowledgeable. This partnership will provide many exciting opportunities for professional development, and the sharing of good practice across the two schools. This is the start of a new era for Uplands and an excellent time to join our thriving rural school.

Uplands is located in the heart of Wadhurst and is surrounded by beautiful countryside. Our school is co-educational and non-fee paying. We provide education and care to learners from the nursery stage (via the Oasties and Sticky Fingers childcare facility) through to Key Stage 5. We are lucky to have a sports centre on site and members of staff benefit from free gym membership.

We are aspirational for our staff and enable all staff to improve their knowledge and skills. As a member of the school, you will be part of a professional learning community, and you will work collaboratively to develop and enhance your practice. We participate in local and national training programmes and subscribe to The National College online training package. Ambitious members of staff will engage with educational research to develop their pedagogical skills in a supportive and constructive environment

We work in close partnership with parents and primary schools to nurture a collaborative approach to learning and enjoyment.

A vacancy has arisen in Art and Design. There are two large and bright art classrooms in the new Hanson Building and art, photography, and 3D design are all popular GCSE choices. The students are well motivated and enthusiastic. They work effectively with their teachers to develop and improve their work. Recently, we have experienced lower numbers of students opting for art and photography in the sixth form, so this is an area of opportunity for the new subject leader.

I look forward to reading your application.

Yours faithfully,

Mrs J. Mountford
Principal

About Uplands

We are a friendly and welcoming school that enjoys an excellent reputation for providing a high standard of education. It is described by the surrounding community as a 'local treasure'. We provide students and colleagues with a warm and supportive learning environment. This creates an atmosphere that enables students to reach their full potential intellectually, physically, spiritually, and ethically. We believe it is important that young people recognise that failure is part of success, and we encourage them to take risks with their learning. This supports students to achieve their goals. Students are challenged to do their very best and make the good progress from their starting points.

Our vision is to inspire our students "to dream more, learn more, do more, and become more". We ignite a passion for education and a determination to succeed. We will develop our students' resilience so that mountains become molehills, rather than the other way round. We provide leadership opportunities and recognise the positive contributions that students make both in and out of school. We embed core values of respect and responsibility and develop kindness and compassion. We give our students a sense of themselves in the local community and the wider world.

Our vision, in essence, is to make sure that our students have the skills, qualifications, and attributes to be successful as they leave school and take their next steps. We do this by providing an engaging curriculum which meets the needs of all our students: a curriculum that enables all students to enjoy learning and do their best; a curriculum that is relevant to their daily lives but is also focussed on preparing them for their future life.

We want the best for and from our students. We insist on high standards of behaviour and uniform and we are uncompromising in our quest for excellence. We are ambitious for our students, supporting and challenging them to make progress throughout their time at Uplands.



Vacancy Advert

Job title: Subject Leader for Art and Design

Salary: MPS1 to UPS 3 with TLR 2

Contract: Permanent

Hours: 1 FTE

Deadline for applications: midnight on Sunday 26th June 2022

Interviews: Wednesday 29th June 2022

Start date: 1st January 2023

Do you have the necessary skills and attributes to become an integral part of our college? Would you like to work in a welcoming and vibrant rural school? If you have the relevant skills, you could join a friendly staff dedicated to providing an outstanding educational experience. Uplands is a college that is committed to staff development, where individual needs are supported through a variety of development opportunities. Uplands is in the process of joining a small, local multi-academy trust and this will provide staff with improved opportunities for career advancement.

About our Art and Design provision

The faculty consists of two teachers with a small number of additional hours taught by a part-time member of staff. There is also collaboration with the design and technology department. In addition, the art department have supported the music and drama teachers to produce a high-quality annual school production. In 2022 we staged 'The Addams Family' in our brand-new Emma Watson Theatre. The faculty has good accommodation and benefits from a new kiln and a part-time art technician.

The successful applicant will need to be able to demonstrate resilience, motivation, and commitment, acting as a role model for students. A genuine passion for learning and belief in every student is essential.

There is a commitment to planning engaging and purposeful lessons with clear modelling in order for students to gain the knowledge they need to make the next steps. Colleagues use regular formative assessment in every lesson to reduce the knowing-doing gap. We actively promote reading to build on students' cultural capital, improve vocabulary acquisition and to support their personal development.

Curriculum

All students study a carefully planned and sequenced curriculum building their knowledge and skills throughout the key stages. Using the very best that has been said and taught, diversity and challenge is at the heart of our curriculum. Resources are created by the department and are bespoke for all key stages to meet the needs of the students. They are adapted regularly, as we reflect and improve on the curriculum, to keep students engaged and making progress.

- KS3: Students are taught in mixed ability groups.
- KS4: Students can choose to take GCSEs in art, photography, or 3D design. These courses are very popular and there are often multiple groups.
- KS5: Traditionally we have offered art A Level and sometimes photography, but numbers have been declining and this would be an area for development.

Extra-curricular

Extra-curricular activities are planned for each key stage to stimulate students, build on cultural capital, and bring the world of art to life. We would encourage the successful applicant to plan trips to art galleries and to forge links with artists and the community.

Our pastoral care

At Uplands, students are well known to staff. We place the well-being and success of our students at the heart of all that we do.

Students need to be responsible, respectful, and ready to learn. This means that they need to arrive at school on time, dressed smartly in their full uniform. They need to ensure that their behaviour promotes good learning in the classroom and that they speak politely to other students and staff. We expect students to be respectful of differences, including race, gender, religion, and sexuality. We are an inclusive school, and we recognise that the world is a richer and more interesting place because of diversity.

We seek to develop our students as individuals, but also as good citizens within society. This is fostered by being part of a tutor group and year team. The students are also in vertical communities.

Students are led by form tutors who offer support and guidance, both socially and academically. In Year 7, the tutor groups are supported by 'buddies' from older year groups. Tutors are the first point of contact for students and parents alike, and will get to know students well, seeing them every morning for personal development time.

Our pastoral team is run by Pastoral Leaders. They are teachers who strive to ensure that students in their year group leave Uplands not only equipped with a set of outcomes which allow them the best choices for their next stage in life, but also with the personal, social, and emotional skills to be able to thrive. We know that a positive partnership with parents is key to ensuring that the young people in our care flourish. We look forward to working with you in partnership to achieve this.



Wadhurst

Wadhurst is situated on the Kent-Sussex border. Other nearby towns include Tunbridge Wells, Crowborough, Ticehurst, Burwash, Mayfield and Heathfield in East Sussex, and Lamberhurst, Hawkhurst and Cranbrook in Kent. Wadhurst lies on a high ridge of the Weald – a range of wooded hills running across Sussex and Kent between the North Downs and the South Downs. The reservoir of Bewl Water is close by - visitors can enjoy the scenery, activities on the water, walks, cycling, fishing, the café, additionally there is a large play area for children.

In the 16th, 17th, and 18th centuries, Wadhurst had a thriving iron industry.

In the church of St Peter and St Paul there are several iron ledger-stone memorials of ironmasters, which are unique to this area.



During World War I, Wadhurst lost 149 men, out of a total village population of 3,500. The worst losses were during the Battle of Aubers Ridge, when twenty-five men from Wadhurst were killed in one day, which was nearly 80% of the men from Wadhurst who went into No Man's Land that day.

The railway station (the highest in southern England) is on the line from London Charing Cross to Hastings via Tunbridge Wells. In addition to the railway, there are buses to Tunbridge Wells, Crowborough, and Hastings, as well as community transport and 'rail link' buses to Ticehurst and Mayfield.



Today, Wadhurst is a bustling small town, with extensive local amenities and recreational activities, including Uplands Sports Centre, the village hall (which runs plays and other events throughout the year), the local Church, numerous shops, cafés, a library, beauty bars, hairdressers/barbers, a dog grooming parlour, dry cleaners, an ironmonger, and wine merchants, to name but a few. Wadhurst Warriors organise the impressive annual fireworks display and 'Wadhurst fair' (the fair is held here at Uplands).



Safer recruitment

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

All posts within school are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bindovers, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS).

The school will implement robust recruitment procedures and checks for appointing staff and volunteers, to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. We request references for all applicants short-listed for interview. We follow East Sussex County Council procedure and require our references to be comprehensive. All offers of employment will be subject to satisfactory references.

At least one member of each interview panel will have completed Safer Recruitment training. All members of staff are required to hold an enhanced DBS certificate (with barred list check). If required, prohibition, right to work in the UK, and overseas criminal records checks will also be performed before appointment.



How to apply

Closing date: midnight on Sunday 26th June 2022

An application form is available to download from the vacancies page of our website.

Applications must be completed fully. Incomplete applications will not be considered.

Applications should be returned (ideally electronically) to Miss D. Atkinson, HR and Marketing Manager, datkinson@uplandsgc.com before the deadline. Applications received after this time will not be considered. We reserve the right to interview applicants before the deadline and an appointment may be made before this date.

Job description

Department: Art and Design

Job title: Subject Leader for Art and Design

Responsible to: SLT member

Line management responsibility and accountability for: Art and Design teachers and art technician

Duties:

The conditions of the Employment of School Teachers specify the general professional duties of all teachers. The safeguarding of children and young people underpins the work at Uplands and must be adhered to as a prime responsibility. All staff working at Uplands must read our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis. In addition, certain duties are reasonably required to be exercised and completed in a satisfactory manner.

Principal responsibilities:

Teaching and Learning

- To be a role model for teaching and learning.
- To establish and make explicit curriculum intent for Art and Design, and to monitor, evaluate, and review team members to ensure high standards of teaching and learning.
- To ensure schemes of work are produced, monitored, and reviewed, in line with the National Curriculum, exam board syllabi, Uplands policies and the Improvement Plan (IP) as directed by the leadership team.
- To develop assessment for learning, both formative and summative, in line with Uplands policies.
- To develop intervention plans to improve student outcomes.
- To prepare and deliver professional training and support to members of the Art and DT departments with the teaching of Art and 3D Design at key stage 3 and 4 and sixth form for Art.
- To ensure that team members meet regularly to share good practice, moderate, review, evaluate and develop teaching and learning in the subject.
- To establish high expectations for classwork, homework, behaviour, and achievement through clear guidelines.
- To run extra-curricular activities and run events and trips and ensure that other members of the department do likewise, as appropriate, to support student learning and engagement.

Additional specific responsibilities:

- To be accountable for exam results in Art and Design.
- To be responsible for the running and organisation of KS3 exams.
- To be responsible for setting up and monitoring the KS3 art tracker.
- To be responsible for the appraisal of members of the Art department.
- To contribute to the professional development of subject members, devising strategies to determine CPD requirements and to set targets for individual team members in line with Uplands policy.
- To induct new staff, supervise ITT, PGCE and School Direct students as required.
- To be a Pastoral Tutor of an assigned form and to carry out related duties in accordance with the expectations of a form tutor and teach PSHCE, SMSC, Citizenship, SRE, and RE where appropriate.
- To ensure good use and care of subject rooms and spaces including adherence to Health and Safety regulations.
- To consult with the Senior Leadership Team and liaise with colleagues, parents, outside agencies, support teachers and organised panels as required.
- To support Uplands policies and the senior leadership team and be a motivational figure in the department.
- To keep up to date with subject developments and statutory requirements advising the senior leadership team as required.
- To run administrative systems efficiently related to the subject.
- To maintain accurate records at all times.
- To maintain a subject handbook for the department which contains subject policies and planning documents.

General duties:

- To be responsible for personal continued professional development.
- To adhere to Health and Safety Regulations.
- To ensure that safeguarding of students is a primary concern.
- To carry out a share of supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.
- To implement school policy on internal examinations, including preparation and assessment.
- To be aware of and to meet the school needs, policies and procedures as indicated in the staff handbook and at staff meetings.
- To attend assemblies where appropriate.
- To ensure there is suitable work for classes when an absent teacher in the department is unable to set their own work.
- To be responsible for the provision of work for classes when absent themselves, and to forward-plan a contingency approach with colleagues in the event they are not able to set cover work.
- To meet Uplands deadlines.
- To keep confidential any issues related to Uplands which are deemed confidential.
- To read, understand and adhere to all Uplands policies.

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification - Subject Leader Art and Design

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Area	Essential	Desirable	Evidenced from
Qualifications and knowledge	<ul style="list-style-type: none">• Art and Design focused degree – 2:2 or higher.• PGCE.• Good understanding of safeguarding issues and KCSIE.	<ul style="list-style-type: none">• 3D Design qualification or experience of teaching 3D Design.	<ul style="list-style-type: none">• Application form.• Interview.• Exam certificates.• Reference.
Skills	<ul style="list-style-type: none">• Outstanding classroom practitioner.• Excellent organisational abilities.• Ability to use ICT packages such as SIMS, and Office 365.• Excellent interpersonal skills.• Excellent communication skills – both oral and written.• A good understanding of how to use data to improve student progress.	<ul style="list-style-type: none">• Able to lead and motivate others.• Ability to use relevant computer packages to support the teaching of GCSE photography and 3D Design.	<ul style="list-style-type: none">• Application form.• Interview.• Lesson observation.• Tasks.• Reference.
Experience – a proven ability to	<ul style="list-style-type: none">• Produce teaching resources that enable students to make good progress.• Improve student outcomes in public examinations.• Accurately assess students' work and provide effective feedback for GCSE and A Level students.• Forge positive relationships with parents and students.	<ul style="list-style-type: none">• Be a GCSE or A Level examiner.• Effectively coach and mentor other members of staff.• Be able to teach Art, Photography, and 3D design to GCSE level.• Have successfully taught Art to A Level.	<ul style="list-style-type: none">• Application form.• Interview.• Lesson observation.• Reference.

		<ul style="list-style-type: none"> • Motivate students to stay into the sixth form and study an Art-related subject to a higher level. 	
Other requirements	<ul style="list-style-type: none"> • A passion for teaching art and for embedding teaching in the 'best that has been thought and said'. • Willingness to provide high-quality extra-curricular opportunities to many students in all key stages. • To be inclusive and promote equality of opportunity to SEND, PP, and students with a protected characteristic. • Commitment to high professional and personal standards of work and conduct. 	<ul style="list-style-type: none"> • An understanding of departmental budgets and the need to be financially prudent. • Commitment to effective teamwork and collaboration. 	<ul style="list-style-type: none"> • Application form. • Interview. • Lesson observation. • Reference.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Job Description – Form Tutor

Accountabilities	<ul style="list-style-type: none">• To monitor progress and set targets for academic progress and behaviour so that under-performing students are identified, and action is initiated.• To guide and mentor students identified in conjunction with the Pastoral Leader so that targeted, measurable, and significant improvement is secured.• To ensure regular high quality and frequent communication between the school and home so that parents are involved and students' attitude to learning is maximised.• To organise a daily tutorial session so that students feel secure and confident to face their learning experiences.
Responsibilities	<ul style="list-style-type: none">• The Form Tutor will act as the first interface between school, home and the student and such other agencies as may be required, helping, and advising as appropriate.• Monitoring the academic progress of all students in your Tutor group, acting as their mentor, and supporting them in the setting of targets.• Supporting the students in your Tutor group in the growth of their social, behavioural, and personal development through the delivery of the tutorial programme.• Responding to students' merits, causes for concern, and other relevant information.• Checking and signing planners or diaries and following through any issues as appropriate.• Registering students and accompanying them to assembly.• Alerting appropriate staff to problems experienced by individual students and making recommendations as to how these may be resolved.• Attending Tutor meetings and contributing to the development of the pastoral team.• Maintaining the form base in good order.• Advising Learning Support of any students who might require more focused attention.• Assisting with the preparation of profiles, references, and UCAS forms as required.• Complying with any reasonable requests from the Principal or manager not specified in this job description.