

HORNDEAN TECHNOLOGY COLLEGE

Barton Cross, Horndean, Waterlooville, Hants PO8 9PQ

Tel: 023 9259 4325 Fax: 023 9257 1108

Website: <http://www.horndeantc.hants.sch.uk>

Email: vacancies@horndeantc.hants.sch.uk

SUBJECT LEADER FOR ART & DESIGN/PHOTOGRAPHY MPR/UPR + TLR 2A £7368

Required for January 2024 or earlier if possible, a dynamic Teacher who will be responsible for the leadership and development of a highly successful department.

HTC would like to invite applications from dynamic, enthusiastic and committed Teachers to join a strong and forward-thinking department where results are above the National Average for expected progress, who will ensure we have continued success and improvement of the subject throughout Key Stages 3 and 4. HTC has a reputation for providing outstanding support for staff and students and we are committed to providing the highest quality of learning for all students in every lesson. We have an OFSTED rating of good (most recent OFSTED inspection March 2019). The College is at an exciting stage of its development and we welcome applications from qualified teachers who want to be part of a consistently improving College.

The Art department comprises of five specialist Art & Design rooms - 3 'two dimensional' areas, dedicated ICT suite, photographic studio and darkroom - and includes an office, tutorial room and display area and is currently staffed by three specialist staff.

Informal enquiries are welcomed, please contact Pippa Attwood on

Phillipa.Attwood@horndeantc.hants.sch.uk

To arrange a visit please email vacancies@horndeantc.hants.sch.uk

Horndean Technology College is an 11-16 mixed comprehensive school with over 1200 students on roll. We are in close proximity to excellent motorway links and the campus is set in an attractive semi-rural location close to both open Countryside and the South Coast.

Teaching application forms and job description are available from the College website. Please return completed applications to vacancies@horndeantc.hants.sch.uk

Closing date for receipt of application: 12 noon Monday 25 September 2023

HORNDEAN TECHNOLOGY COLLEGE



Subject Leader for Art & Design

MPR/UPR + TLR 2A £7368

Information for Applicants

THE ART & DESIGN DEPARTMENT

Thank you for your enquiry regarding the post of Subject Leader for Art & Design from January 2024.

The Art department is based on the ground floor of 'S' Block and comprises five specialist Art & Design rooms - 3 'two dimensional' areas, dedicated ICT suite, photographic studio and darkroom - and includes an office, tutorial room and display area. The Department is currently staffed by three specialist staff.

The Department aims to offer a range of courses for all students who are encouraged to develop their potential across a range of disciplines and activities. Courses offered by the Department aim to stimulate visual and tactile awareness, to incite curiosity and encourage creative/imaginative thought, to develop analytical and critical skills, and build self-confidence through the acquisition of expressive skills. Using a variety of approaches, and covering National Curriculum Programmes of Study, courses in the Lower School aim to offer students a broad balanced Art & Design education upon which they can build in Years 10 and 11 when some degree of specialisation is available through the GCSE (WJEC) exams and Photography GCSE.

The Department is committed to the community dimension of the College, through its programme of public exhibitions, visits, workshops and artist residencies, and through its involvement in College events, cross-curricular initiatives etc. The Department's facilities are used for a varied programme of Adult and Community education classes.

Staff new to the College are expected to take part in a comprehensive induction programme designed to foster the common maintenance and development of the College's ethos and practices.

Applicants called for interview should bring a portfolio of own and students' work which demonstrates their own strengths and specialism and their approach to the teaching of Art and Design.

PERSON SPECIFICATION

QUALIFICATIONS

Essential:

Good honours graduate in Art & Design

Desirable:

Evidence of further study

Evidence of some management training

EXPERIENCE

Essential:

Excellent classroom practitioner

Experience of curriculum development work

Enthusiasm for, and commitment to, Art and Design education.

Desirable:

Evidence of mentoring colleagues

Experience of Management responsibility

Relevant 'industrial' experience and/or continuing practice in own area of Art & Design.

Involvement in Art workshops, Artist-in-residence schemes, museum and gallery visits.

SKILLS, KNOWLEDGE, APTITUDE

Essential:

Ability to teach Art & Design up to GCSE level.

Good communication skills (visual, verbal and oral).

Working knowledge of national curriculum KS3 and KS4.

Awareness of KS3 Strategy, Literacy, Numeracy and Citizenship.

Desirable:

ICT Skills

PERSONAL QUALITIES/SOCIAL SKILLS

Essential:

Ability to work as a member of a team.

Personal commitment and enthusiasm.

Good inter-personal skills.

Loyalty, integrity and flexibility.

Ability to relate to students and their needs.

Ability to motivate and enthuse students of all ages and abilities.

Sense of humour!

OTHER

Essential:

Interest in and concern for student welfare.

Willingness to be involved in departmental and cross-curricular initiatives, - e.g. workshops, performances, etc.

Desirable:

Willingness to be involved in Community Education programme.

Job Description

Post Title:	SUBJECT LEADER
Purpose:	<ul style="list-style-type: none"> • To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. • To be accountable for student progress and development within the subject area. • To develop and enhance the teaching practice of others. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the College and the curricular policies determined by the Governing Body and Headteacher of the College. • To be accountable for leading, managing and developing the subject/curriculum area. • To effectively manage and deploy teaching/support staff, financial and physical resources within the department.
Reporting to:	Designated Leadership Team Line Manager
Responsible for:	Assistant Subject Leader(s), teaching staff and other relevant personnel within the department.
Liaising with:	Head/Deputies, other Subject Leaders, Student Support Services and relevant staff with cross-College responsibilities, Health and Safety Manager, relevant non-teaching Support Staff, LEA staff, parents.
Working Time:	195 days per year. Full time
Salary/Grade:	MPR/UPR
Disclosure level	Enhanced
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. • The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. • To actively monitor and follow up student progress. • To implement College Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, etc. • To work with colleagues to formulate aims, objectives and department development plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the College.

	<ul style="list-style-type: none"> • To link with the Assistant Subject Leader/s to ensure that the work in the curriculum area fully reflects the College's distinctive ethos and mission. • In conjunction with the ICT Co-ordinator foster and oversee the application of ICT in the department including the development of materials for Open and Independent Learning. • To ensure that Health and Safety Policies and Practices, including Risk Assessments, throughout the Department are in-line with national and College requirements and are updated where necessary.
Curriculum Provision:	<ul style="list-style-type: none"> • To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College Improvement Plan/College Evaluation. • To be accountable for the development and inclusion of citizenship and health issues into the curriculum area.
Curriculum Development:	<ul style="list-style-type: none"> • To lead curriculum development for the whole department. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the appropriate Leadership Team Personnel to maintain accreditation with the relevant examination and validating bodies. • To be responsible for ensuring Literacy, Numeracy and Key Skills are reflected and promoted within the specialist curriculum area.
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To work with the appropriate Leadership Team Personnel to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the Department's Technical/Support Staff as appropriate. • To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the College's ITT programme. • To be responsible for the day-to-day management of staff within the department and act as a positive role model. • To share good practice with other departments in order to promote high standards throughout the College.

<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the department and to work towards their achievement. • To establish high, common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the College procedures for lesson observation. • To implement College quality procedures and to ensure adherence to those within the department. • To monitor and evaluate the curriculum area/department in line with agreed College procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the College/Department development Plan.
<p>Management Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. • To analyse and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports within the quality assurance cycle for the department. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the relevant Leadership Team member to manage the Department's collection of data. • To provide the Governing Body with relevant information relating to the Departmental performance and development.
<p>Communications :</p>	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation with students and their parents. • To liaise with partner colleges, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • To represent the Department's views and interests.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To contribute to the College liaison and marketing activities, e.g. the collection of material for press releases. • To lead the development of effective subject links with partner schools and colleges and the community. Attendance where

	<p>necessary at liaison events in partner colleges and the effective promotion of the department at Open Days/Evenings and other events.</p> <ul style="list-style-type: none"> To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. To work with the relevant Leadership Team member in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall progress and development of students within the department. To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. To contribute to PSHE, citizenship and enterprise according to College policy. To ensure the Behaviour Management System is implemented in the department so that effective learning can take place. Assist members of the department/whole College with behaviour management as necessary.
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties:	
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to</p>	

undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Procedures

“Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service check along with other relevant employment checks.”

1. Job Description

The Job Description gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2. Person Specification

Every vacancy advertised is based on a person specification which describes the skills, experience and qualifications required. Please read this carefully so that you know what we are looking for. Candidates should be able to meet all the essential elements and it would be to their advantage to have at least some of the desirable elements.

3. Post and Recruitment Details

These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

4. Filling in the Application Form

After reading the role profile and person specification, think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the job description and person specification when replying. Include evidence to support your application. Please send your completed application to Mrs Heathcote, Horndean Technology College, Barton Cross, Horndean, Waterlooville, PO8 9PQ. It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid.

Please note that canvassing in any form will disqualify the applicant.

5. Long Listing/Short Listing

This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

6. The Interview Panel

Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

7. The Day Structure

Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

Typical day structure:

0815	Arrive
0830	Tour of the College and Discussion with students
0925	Teach a lesson
1020	Coffee in Department
1040	Time in Department
1130	Presentation if appropriate
1220	Lunch
1240	Final shortlist
1250	Interviews
	Panel announces decision
	Debriefs offered to unsuccessful candidates

(Timing will, of course, be variable according to the number of candidates being interviewed).

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

8. Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Mrs J. Heathcote, should you have any special requirements in order to facilitate your attendance at the interview.

9. The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in relation to the criteria as stated in the person specification. Information gathered through earlier parts of the selection process can lead to a decision not to proceed with further interview. You will be notified as to the outcome.

10. References

The appointment of external candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview.**

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

Proof of qualifications will be required in the form of original certificates. Photographic proof of identification will be required, a passport or driving licence. Please bring with you, if selected for interview.

11. Feedback to Unsuccessful Candidates

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

12. Interview Expenses

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

13. No Smoking Policy

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

14. Asylum & Immigration Act 1996

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the UK. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance Number (eg. P45, P60 tax form, previous pay slip).
- a valid Passport from any European Economic Area state.
- a British Birth Certificate.
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

These rules apply to all employees including staff employed on any type of casual contract.

15. Equal Opportunities

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future,

have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing an interest in our College. I hope that these details will help you to make the best of any application. If you are unsuccessful in obtaining a post on this occasion, I wish you the all best in future applications you may wish to make.

Mrs Julie A Summerfield
Headteacher