

JOB DESCRIPTION

POST TITLE: Teacher of Art and Design

RESPONSIBLE TO: Head of Art

GRADE: MPR M1 – M6

WORKING WEEKS: Part-time, 195 days per year (pro-rata)

PURPOSE OF POST:

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 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/responsibilities

1. To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Curriculum area and department.
2. To contribute to the Curriculum Area and department's development plan and its implementation.
3. To plan and prepare courses and lessons.
4. To contribute to the whole schools planning activities.
5. To assist the Curriculum Leader and the Assistant Head Teacher with responsibility for Teaching and Learning, to ensure that the curriculum provides a range of teaching which complements the schools' strategic objectives.
6. To assist the process of curriculum development and change to ensure the continued relevance to the needs of the pupils, examining and awarding bodies and the schools' Mission and Strategic Objectives.

7. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
8. To continue personal development in the relevant areas including subject knowledge and teaching methods.
9. To engage actively in the Appraisal Review process.
10. To ensure the effective/efficient deployment of classroom support
11. To work as a member of the designated team and to contribute positively to effective working relations within the school.
12. To help to implement school quality procedures and to adhere to those.
13. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
14. To seek / implement modification and improvement where required.
15. To review from time-to-time methods of teaching and programmes of work.
16. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
17. To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor, SMID, registers, etc.
18. To complete the relevant documentation to assist in the tracking of pupils.
19. To track pupil progress and use information to inform teaching and learning.
20. To communicate effectively with the parent of pupils as appropriate.
21. Where appropriate, to communicate and cooperate with persons or bodies outside the school.
22. To follow agreed policies for communication in the school.
23. To take part in marketing and liaison activities, such as Open Evenings, Parents Evenings, liaison events with partner schools.
24. To contribute to the development of effective subject links with external agencies.
25. To contribute to the process of ordering and allocation of equipment and materials.
26. To assist the Curriculum Leader to identify resource needs and contribute to the effective / efficient use of physical resources.
27. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and the pupils.
28. To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
29. To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.

30. To liaise with a Head of Year to ensure the implementation of the schools' Pastoral System.
31. To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
32. To evaluate and monitor the progress of pupils and keep up-to-date pupil records.
33. To contribute to the preparation of Action Plans and progress files and other reports.
34. To alert the appropriate staff to problems experienced by pupils and to make recommendations to how these may be resolved.
35. 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.
36. To contribute to the PSHCE and enterprise according to school policy.
37. To apply the Behaviour management systems so that effective learning can take place.
38. To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
39. To assess, record and report on the attendance, progress, development, and attainment of pupils and to keep such records as are required.
40. To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
41. To ensure that ICT, Literacy, Reading, Numeracy, and school subject specialism(s) are reflected in the teaching/learning experience of pupils.
42. To undertake a designated programme of teaching.
43. To ensure a high-quality learning experience for pupils which meets internal and external quality standards.
44. To prepare and update subject materials.
45. To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
46. To maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
47. To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
48. To mark, grade and give written/verbal and diagnostic feedback as required.
49. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
50. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

51. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
52. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
53. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
54. To assist in the maintenance and reporting of machine and equipment failures.
55. Ensure all health and safety qualifications are up to date and cover all areas of curriculum need.
56. Follow all department policies to ensure safety in the workshops and kitchens.
57. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: October 2025

PERSON SPECIFICATION
Teacher of Art & Design
Key
AF Application form including personal statement

S Selection Process including interview

R Employment References

C Certificates

D Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1	Graduate in relevant subject with Qualified Teacher Status	E	AF,C
2	Health and safety qualifications for the relevant subject	E	AF, S, C
3	Well-structured supporting letter indicating beliefs and understanding of important educational issues	E	AF
4	Commitment to and track record of CPD relevant to subject area	E	AF,C
5	Working towards further Professional Qualifications	D	AF,S
	Experience & Knowledge		
6	Good classroom practitioner at KS3 & KS4	E	AF,S,R
7	Up to date excellent knowledge in subject, national and local policy, pedagogy and classroom practice	E	AF,S
8	Track record of embracing innovation	E	AF,S,R
9	Understanding of assessment techniques and the ability to plan these into SOW's	E	S,R
10	Understanding of competency-based curriculums in-line with assessment techniques and the ability to develop them	E	AF,S,R
11	Experience in planning assessment strategies in line with desired outcomes	E	AF,S,R
12	A knowledge of current health and safety issues	E	AF,S
	Skills		

	Criteria	Essential/ Desirable	Stage Identified
13	Ability to communicate effectively in a variety of situations with a range of audiences	E	AF,S,R
14	Ability to work effectively in a wide range of partnerships to achieve school improvement	E	AF,S,R
15	Ability to use ICT effectively in the classroom and to support learning	E	AF,S,R
16	Ability or commitment to develop the use of new technology to a high level	E	AF,S,R
17	Commitment to raising standards and achieving the highest standards of achievement for young people	E	AF,S,R
18	Ability to coach/mentor, support and challenge pupils	D	AF,S,R
19	Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community	D	AF,S,R
20	Commitment to take account of current health and safety issues in long-term planning or courses, identifying areas of risk	D	AF,S,R
	Personal Attributes		
21	Ability to work independently and make a positive contribution as part of a team	E	S,R
22	Commitment to own professional development and willingness to undertake training	E	S,R
23	Ability to demonstrate enthusiasm and sensitivity while working with others	E	S,R
24	A high level of effectiveness including organisational and communication skills	E	S,R
25	Ability to act as a positive role model and demonstrate high personal standards	E	S,R
26	Self-motivated and enthusiastic	E	S,R
27	Willingness to engage in the Appraisal process	E	S,R
28	Flexible and positive approach to tasks	E	S,R
29	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S
	Special Requirements		
30	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
31	Suitability to work with children/young people	E	D
32	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.