

# Job Description

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**Role:** Secondary Teacher of Art and design Technology

**Grade:** MPS/UPS (Inner London)

**Reporting to:** Team Leader ADT (Secondary)

**Responsible for:** Progress of students

## Purpose of Post

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- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.
- To be an effective and reflective classroom teacher able to demonstrate and share good practice.
- To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.
- To contribute to the development of an exciting secondary curriculum to fully engage pupils in the learning of Art and Design in order to secure outstanding progress for every child.

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.

## Main Duties

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### Teacher's duties

*To work in collaboration with all staff to:*

- promote the general progress and well-being of individual pupils through ensuring the maintenance of good order and discipline among all pupils and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere;
- plan engaging lessons and home learning according to the educational needs, abilities and achievement of individual pupils which develop a culture of enquiry and dialogue within a knowledge-based curriculum;
- assess, record and report on the progress, attainment, attendance and behaviour of pupils;
- ensure teaching builds on the success of the primary phase, working with primary teachers both inside and outside the classroom;
- promote high standards of learning, teaching and pupil achievement and progression through active engagement in and contribution to the schools' CPD program;
- work with the Senior Leadership Team and SENDCo, ensuring that the needs of all children are met;
- fully engage with the school's pastoral system within lessons and as a form tutor;
- create and promote positive strategies for challenging all forms of prejudice and harassment and promoting British values.

*Assist in;*

- delivering an exciting, cohesive and integrated curriculum that bridges the gap between KS3, KS4 and KS5, preparing our young people for the challenges of post 16 study and beyond, ensuring continued relevance to the needs of the pupils and the school's values;

- developing the KS3, KS4, KS5 curriculum, instilling a love of Art and Design and ensuring sustained and accelerated progress in order to best prepare pupils for the demands of the examining and awarding bodies.

## Other Duties

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### **Developing Self and Working with Others**

*Show commitment to a research led pedagogy which promotes and directs high standards of learning, teaching and pupil achievement and progression through:*

- promoting high standards of professional performance, modelling excellent teaching, and supporting colleagues' professional development;
- identifying and securing own and team members training needs in line with school's appraisal processes; active engagement in and contribution to the Continuing Professional Development of all staff;
- attending training sessions and meetings as required;
- keeping up to date with developments and changes in legislation and guidance;
- to seek, consider, and act upon professional support and advice as required.

### **Strengthening Community**

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

*Contribute to:*

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

### **Safeguarding and Promoting the Welfare of Children**

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data

held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

### **Equal Opportunities**

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

### **Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

# Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form. Personal Qualities will be assessed through references and interview.

**A – assessed in application form    I – assessed at interview    R – assessed through references**

		A	I	R
Qualifications & Experience	<b>1. Qualified teacher Status</b>	✓		
	2. Evidence of relevant and recent continuing professional development	✓	✓	
	3. Willingness to undertake further professional qualifications	✓		
Knowledge & Skills	<b>1. Ability to relate well to children and adults.</b>	✓	✓	✓
	<b>2. Proven successful teaching and achievement of outstanding student progress.</b>	✓	✓	✓
	<b>3. Ability to teach across all key stages, building on the success of the primary phase by working with primary teachers both inside and outside the classroom.</b>	✓		
	<b>4. Ability and flexibility to teach and support in other areas of the curriculum</b>	✓	✓	✓
	<b>5. Ability to contribute to professional leadership and management of a staff team to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students across the school.</b>	✓	✓	
	<b>6. Ability to analyse data to monitor progress towards challenging targets.</b>	✓	✓	
	<b>7. Knowledge of current educational issues beyond current school.</b>	✓		
	8. Experience of successful leadership skills or evidence of developing leadership skills at a secondary school within a multicultural community.	✓		✓
	9. Experience of using coaching and/or mentoring to improve the performance of others.	✓		
	10. Experience of the use of quality first teaching to ensure the effective inclusion of all pupils in a mixed ability setting	✓		
	11. Knowledge of relevant developments and innovations in the use of ICT as a tool to support teaching and learning.	✓	✓	
*Personal Qualities	<b>1. Resilient, Proactive, flexible and adaptable.</b>			✓
	<b>2. Punctual and conscientious.</b>			✓
	<b>3. Ability to show initiative and prioritise one's own work and that of others even when under pressure.</b>	✓		
	<b>4. Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools.</b>	✓		
	<b>5. Excellent interpersonal and communication skills (written and verbal)</b>	✓	✓	✓
	<b>6. Able to work flexibly to support others and respond to unplanned situations.</b>	✓		
	<b>7. Able to attend evening meetings as required.</b>	✓	✓	
	<b>8. Desire to enhance and develop skills and knowledge through CPD.</b>	✓	✓	
	<b>9. Commitment to the highest standards of child protection and safeguarding.</b>	✓	✓	
	<b>10. Recognition of the importance of personal responsibility for health and safety.</b>	✓	✓	
	<b>11. Commitment to the school's ethos, aims and its whole community.</b>	✓	✓	

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_