

### **BURE PARK SPECIALIST ACADEMY**

POST TITLE Art and Technology Teacher

RESPONSIBLE TO: Assistant Headteacher Secondary / Deputy Headteacher

RESPONSIBLE FOR: Teaching Art and Technology KS3 / 4 and Subject Lead

throughout Primary and Secondary for Art and Technology

GRADE: M1 - UPS 3 plus SEN

POSTHOLDER:

## **GENERAL RESPONSIBILITIES:**

- 1. To carry out the general and specific professional duties as set out in the School Teachers Pay and Conditions Document.
- 2 To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
- 3. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
- 4. To maintain good practice, be informed on current practice, and in liaison with the Deputy Head, implement changes in accordance with developments in the education field.
- 5. To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document.

# **SPECIFIC DUTIES**

- 1. To act as Teacher Tutor and Curriculum Lead for Art and Technology:
  - To assist in developing a clear view of the nature of Art and Technology and its contribution to the wider curriculum of the school, across the age range
  - To provide advice and documentation to help teachers to teach the subject and interrelate its constituent elements
  - To play a major part in organising the teaching and the resources of the subject so statutory requirements are covered
    - monitoring of teaching, learning and assessment and reporting practices.
    - contribute to the overall evaluation of work in their subject against agreed criteria: to evaluate standards of achievement; to identify trends and patterns in pupils' performance.
    - in consultation prepare agreed written policies and schemes of work, and

where required present them to the SLT.

- To assist in coordinating and advising on aspects of Art and Technology in any cross curricular or multi-disciplinary approach.
- 2. To be responsible for the teaching and pastoral care (in liaison with the Childcare Officer) to a specified class group.
- 3. To assist in the professional development of colleagues by involvement in relevant aspects of the school's Staff support and Development Programme.
- 4. To help establish with the teaching team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the school, including the careful presentation of work and the care of books and equipment.
- 5. To take part with colleagues in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the whole school curriculum including the National Curriculum.
- 6. To carry out and share supervisory duties in accordance with published rosters.
- 7. To participate in meetings with colleagues and parents.
- 8. To take part in the initial Norfolk Steps training and in addition to participate in advanced Norfolk Steps training as directed by the Headteacher.

#### **WORKING TIME**

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of responsibilities and duties the post holder must use directed time in accordance with the School Teachers Pay and Conditions Document and the Local Authority's policies and the school's plans on the use of time.

### **REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder through the school's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

ACCEPTANCE	
I acknowledge receipt of this job description of which this is a copy	
Signature:	Date: