



# Job Description and Person Specification

## Teacher of Art and Design (Part-Time – 4 days)

**Start date:** September 2026

**Deadline:** 4pm Monday 23<sup>rd</sup> March 2026

### Job context

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. There are over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

### Job purpose

- To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained.
- To teach subject(s) of the school curriculum in order to promote effective learning for all Pupils.
- To contribute to the spiritual, moral, social and cultural development of all pupils in the school.
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

### Accountable to

- Curriculum Team Leader of Art and Design

### Key Accountabilities

- To aspire to provide the highest quality of teaching, along with challenging and stimulating learning opportunities for each and every pupil.
- To have regard to all school and departmental policies to ensure the health and safety of pupils and staff.
- To have a responsibility, as all staff do, to keep pupils safe and to protect them from abuse, neglect and safeguarding concerns.

### Teaching and Learning

- To use specialist subject and pedagogical knowledge, relevant school policies and examination specification requirements to plan differentiated work, which meets the needs of individuals and groups, promoting progression, continuity and quality learning.
- To use relevant positive behaviour management strategies to ensure a purposeful environment for teaching and learning to take place.
- To use a variety of suitable teaching and learning styles and communicate clear learning objectives and expectations.
- To use knowledge of the school's Special Educational Needs Register to plan appropriately for pupils with SEN.

- To track pupil progress and achievement in the subject(s), providing support and guidance where necessary to enable individuals to set targets for future improvement, as well as offering praise, encouragement and reward as appropriate.
- To use interests, skills and expertise to enhance the extra-curricular and enrichment provision for pupils.

### **Team Working and Collaboration**

- To manage pupil behaviour through careful planning, taking into account the personal, social and emotional needs of pupils.
- To work as a member of a team, attending meetings, planning co-operatively and sharing ideas, information and expertise.
- To establish good relationships with parents and external agencies through clear, unambiguous communication, in order to promote pupils' learning and development.

### **Awareness of Financial and Physical Resources**

- To organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- To take responsibility for resources and the environment.
- To ensure that resources are organised and readily available to promote learning.
- To support the establishment and maintenance of attractive displays of pupils' work, both within classrooms and other designated areas of the school.

### **Evaluation and Quality**

- To monitor and assess pupils' work and use assessment to inform planning and identify individual needs.
- To keep records of pupils' progress and report achievements in line with school policy and statutory requirements.
- To participate in the Performance Management process as directed by the Headteacher.

### **Administration**

- To maintain records and carry out procedures to satisfy all school policies.
- To ensure that appropriate work is set for pupils during any absence from school, where possible.

## Person specification

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>• Holds a first degree appropriate to the role</li> <li>• Possesses a recognised teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Shows commitment to further academic study in education or a relevant subject area</li> <li>• Demonstrates engagement with professional learning beyond initial training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Able to draw upon practical teaching experience gained through employment or teacher training placements</li> </ul>	<ul style="list-style-type: none"> <li>• Brings experience of working within a maintained comprehensive school setting</li> <li>• Demonstrates the capacity to support young people as a tutor or mentor</li> <li>• Has experience of contributing to the life of a voluntary aided school</li> <li>• Has operated successfully within a culturally diverse school community</li> </ul>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>• Understands clearly the responsibilities outlined in the job profile and how to address them effectively</li> <li>• Confident in planning and delivering high-quality lessons within their specialist subject</li> <li>• Maintains strong curriculum knowledge and is open to contributing to curriculum development and innovation</li> <li>• Uses ICT effectively for both teaching and administrative tasks</li> <li>• Ready to work collaboratively with the Curriculum Team Leader to help strengthen the department</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to take on additional duties when required</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Demonstrates a strong commitment to high standards for both pupils and staff</li> <li>• Upholds inclusive educational values that support all learners</li> <li>• Able to build constructive</li> </ul>	<ul style="list-style-type: none"> <li>• Committed, practising Christian.</li> <li>• Appreciates and supports the ethos and traditions of the Anglican community</li> <li>• Willingly contributes to wider school life, including enrichment, extracurricular activities, sport, and outdoor learning</li> </ul>

	<p>partnerships with pupils, parents, colleagues, students, and governors</p> <ul style="list-style-type: none"><li>• Communicates with clarity and warmth, showing excellent interpersonal skills</li><li>• Brings a professional presence that encourages confidence and respect</li></ul>	
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