JOB DESCRIPTION

Date **January 2026**

Post **Teacher of Art and Design**

All staff at Alleyne's Academy are expected to:

- sustain and improve the quality of education offered to students in the school
- promote educational opportunities, equality of access to opportunities and an appropriate safe and healthy working environment for all members of the school
- share responsibility in the school's development and to contribute to the planning and direction of the school
- recognise that the ethos of the school is a shared responsibility to which they can make a significant contribution and which they should uphold
- promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of, support and ensure equal opportunities for all.

In addition all teachers at Alleyne's will carry out the professional duties of a teacher (as described in Part XII of the Teachers' Pay and Conditions document) including those duties particularly assigned to the teacher by the Headteacher.

Principal Responsibilities:

Within the guidelines and policies of the school and under the direction of the Head of the Creative Arts Faculty to:

- contribute to the teaching of Art and Design
- if required contribute to other areas of the curriculum under the direction of the appropriate line manager
- participate in the development of appropriate syllabuses, materials and schemes of work

- develop teaching strategies which, through appropriate and relevant learning experiences, reflect the range of learning styles of individuals which are necessary for the development of the individual student in the curriculum areas
- assess students' strengths and weaknesses and their performance against potential targets, tests and exams
- through the process of assessment for learning, review students' work and set targets for improvement
- monitor progress and use appropriate strategies to motivate students to achieve targets
- identify and support low-achievers, using specialist help where needed
- identify the needs of SEN students including drafting and running individual education plans with the SENCO
- foster a happy, disciplined working environment in which children may grow socially, physically, emotionally and intellectually, as well as developing their individual talents and fostering an appreciation of the gifts and needs of others
- secure good behaviour in the classroom through a regime of rules and discipline, and pre-empt and deal with inappropriate behaviour
- take advantage of opportunities created by ethnic and cultural diversity
- liaise with parents by oral and written reports, discussing progress and encouraging them to support their children's learning
- deploy support staff in the classroom effectively
- contribute effectively to school improvement
- contribute to extracurricular activities within the creative arts faculty
- take responsibility for your own professional development

General Duties:

- to carry out a share of supervisory duties in accordance with published schedules and any other reasonable duties at the request of the Head, Deputy Heads, Assistant Heads
- to participate in appropriate meetings with colleagues and parents relative to the above
- to be Tutor of an assigned Tutor Group and to carry out related duties
- to get to know each individual in the group, to monitor his/her attendance, punctuality, dress, behaviour, academic progress and homework; to report on these as required to the Head of Progress and Support and to parents
- to be responsible for initiating discussion, work and study of a social and personal curriculum within the tutor period, encouraging all students of all abilities to participate and on occasions to take a leading role
- to prepare reports for parents as and when required and comment on behaviour and progress in a tutor's summary of subject teachers' reports. The preparation of individual Progress Files is the responsibility of the Tutor, who will also prepare initial drafts for references, testimonials and reports for outside agencies and the like, as required

- to act as the direct link between the Staff and the students. Information must be passed regularly and promptly to the students by the Tutor.

- to attend Assemblies with their group (unless specifically excused) and to assist the Senior Leadership Team (SLT) in carrying out its duties regarding collective worship as laid down in the Education Acts of 1986 and 1988

- to keep records in the tutor group. Registers must be kept in accordance with legal requirements, authorised and unauthorised absences recorded and notes of explanation filed, suspected truancy to be reported immediately to the Head of Progress and Support. Other returns of a routine nature should be dealt with as required, together with the distribution of information to parents

- to care for the furniture and fabric of their tutor room

- to keep a general eye on the personal appearance and behaviour of their charges and to insist on a reasonable standard

- to attend meetings associated with this role as required

Responsible to: Faculty Director – English and the Arts