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# Castle Newnham Application Pack

## Head of Art



**BEST**  
BEDFORDSHIRE  
SCHOOLS TRUST



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# INTRODUCTION

Welcome to Castle Newnham and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

**Michelle James**

**School Office Manager**

[cnrecruitment@bestacademies.org.uk](mailto:cnrecruitment@bestacademies.org.uk)

**Tel: 01234 303403**

**Castle Newnham**

South site – Reception-Year 4: Goldington Road, Bedford MK40 3EP

North site – Year 5-Year 11: Polhill Avenue, Bedford MK41 9DT

[www.castlnewnham.school](http://www.castlnewnham.school)

# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.

# ABOUT CASTLE NEWNHAM

Castle Newnham is an all-through school with approximately 1,400 pupils located in the county town of Bedford.

Its most recent Ofsted inspection saw the school's secondary provision judged as Good (April 2024). Its primary provision is awaiting its first inspection for EYFS-Year 6 (the previous Outstanding grade was given to Castle Lower School in 2013).

At Castle Newnham, ambition and care for all pupils are at the heart of everything we do. Our goal is to provide our local community with a high-quality, seamless educational experience that supports each child's individual journey.

Knowing pupils throughout their time in education and close working with families is a central component of our vision.

Castle Newnham is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road, while the North site is a short walk away on Polhill Avenue near the University of Bedfordshire, with whom we are a lead school in a very well-reputed teacher training partnership.

We hope this application pack, alongside our school website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in.

Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our traditional values of hard work, good behaviour and kindness on a daily basis.

# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:**

**Interview date:** Friday 22nd May 2026

**Start date:** 1<sup>st</sup> September 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**

# JOB DESCRIPTION

<b>Post:</b>	Head of Art
<b>Responsible to:</b>	An identified member of the Senior Leadership Team as appropriate
<b>Grade:</b>	MPS/UPS plus TLR
<b>Key relationships:</b>	Principal; Senior Leadership Team; relevant teaching and associate staff; partner professionals; parents; local community.
<b>Location:</b>	Castle Newnham – based primarily on the North site with occasional work on the South site
<b>Working pattern:</b>	Full-time and as described in the School Teachers' Pay and Conditions Document.
<b>Disclosure level:</b>	Enhanced
<b>Job purpose:</b>	To lead and teach in the subject area to ensure that the standards of teaching and learning and outcomes are high by being at the cutting edge of development in the subject, modelling and sharing good practice. To develop the school as a centre for excellence for art by influencing both curriculum design and extra-curricular programmes across the whole age range. To be accountable for GCSE and other key performance indicators.

## **Responsibilities**

### **Leadership and development**

- Lead the subject team, playing the key role in its drive to become part of a leading edge, innovative and high performing school;
- Lead and be accountable for standards of teaching and pupil outcomes in Art (including GCSE);
- Monitor and evaluate standards according to the school's annual cycle, making use of assessment information and performance data to drive improvement;
- Advise and support the senior leadership team on matters pertaining to standards in the subject areas, devising, taking and monitoring appropriate action as required;
- Ensure that the curriculum and schemes of work are developed to take into account progression through primary, secondary and to GCSE;
- Enable and contribute to the sharing of good practice across the school and with other high-performing institutions;
- Ensure that opportunities are sought and developed for high-quality and extensive enrichment activity pertaining to the subject;
- Ensure that the highest standards in teaching and learning are continually modelled to all staff to help improve their personal classroom performance;
- Support, train and coach staff in the development of resources and pedagogical approaches in the subject including those who may be non specialists;
- Be an active member of relevant middle leadership groups contributing to the development of high-quality and successful provision in the subject;
- Advise and support the senior leadership team on matters pertaining to recruitment and resources in the subject;
- Contribute fully to the school's options process including the production of high quality information, advice and guidance pertaining to subject;
- Ensure that staff contributing to teaching in the subject are well supported and helped to improve and progress as professionals;
- To ensure consistent record keeping and data analysis across the department in order to identify and intervene to address underachievement of individuals or identified groups

- Monitor and evaluate pupil standards according to the school's annual cycle, making use of assessment information and performance data to drive improvement;
- Routinely undertake self-evaluation of the performance of the department and use this to inform improvement planning and guide short and medium-term decisions.
- Advise and support SLT on matters pertaining to standards in the subject area, devising, taking and monitoring appropriate action as required;
- Organise and administer as required any internal assessments, coursework administration and moderation and public examinations in the subject;
- Manage any budgets and resources in the art department and report on best value for money to the line manager.;

### **Professional standards**

- Support the ethos, vision, principles and values of the school.
- Treat colleagues, pupils and all members of the community, with respect and consideration.
- Treat all stakeholders fairly, consistently and without prejudice.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Maintain a high level of confidentiality at all times.
- Support the aims of the school through attendance at and participation in events such as open evenings, option evenings, information evenings, consultation evenings and the like (as appropriate to responsibilities);
- Support the ethos of the school by upholding the behaviour policy, uniform rules, etc;
- Take responsibility for own professional development and participate in arrangements as adopted by the school for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the school with the aim of achieving excellence in every area of our work;
- Read and adhere to the various policies of the school and implement school improvement plans;

- Participate in the development and management of the school by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety;
- Promote lifelong learning and promote enrichment and extension activities within the federation;
- Participate actively in the review and setting of appraisal objectives agreed annually;

## **Safeguarding children**

Castle Newnham is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## **General**

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description and person specification may be renegotiated if changing circumstances arise.

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.*

# PERSON SPECIFICATION

Job Title: Head of Art

Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Degree</li> <li>• Teaching Qualification</li> <li>• Evidence of Continual Professional Development</li> <li>• Portfolio of personal and pupil work</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership qualification e.g. leading from the middle.</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching at KS3 and KS4</li> <li>• Understanding and application of strategies to raise standards across the ability range through effective teaching and learning</li> <li>• Able to evidence sensitivity to the learning needs of all pupils</li> <li>• Demonstrate understanding of using comparative data, together with information about pupil's prior attainment to establish benchmarks and set targets for improvement</li> <li>• Able to demonstrate ability to use excellent practice in assessment techniques and the monitoring of pupil progress across all key stages.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a TLR holder</li> </ul>
<b>Relevant Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to push learning and teaching to the top of any agenda</li> <li>• Ability to lead and manage staff team for the development of the subject</li> <li>• Demonstrate ability to use data as an effective tool.</li> <li>• Ability to inspire, enthuse and motivate pupils and staff</li> <li>• Good classroom management to encourage positive behaviour</li> <li>• To be able to prioritise, plan, lead and organise the work of this curriculum subject</li> <li>• Monitor, evaluate and review the development of the subject</li> <li>• Demonstrate creative problem solving and good communication skills</li> <li>• Ability to work collaboratively or on own initiative</li> <li>• Ability to prioritise effectively with good administrative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate application of ART to development of learning and teaching in the subject</li> <li>• Manage the subject budget and ensure the effective and efficient use of resources</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible and take the initiative in situations</li> <li>• Willingness to undertake further training</li> <li>• A commitment to equality principles and practices.</li> </ul>	



	<ul style="list-style-type: none"> <li>• The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities</li> <li>• Enthusiasm and a good sense of humour.</li> </ul>	
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Ability to perform all the physical duties of the post</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness with reasonable notice to adjust working arrangements</li> <li>• Values and respects the views and needs of children and young people</li> <li>• Post is subject to obtaining appropriate DBS clearance (after offer made)</li> </ul>	<ul style="list-style-type: none"> <li>• Clean driving licence and ability to travel independently to other academies within the Trust</li> </ul>

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

