



## JOB DESCRIPTION

*The Manor Drive Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**Job Title:** Highly Skilled Teaching Assistant – Art/Design Specialist

**Grade:** 7

**Purpose of Job:** Working under guidance, provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.

### Key Responsibilities

#### Teaching and Learning

- Plan, prepare and deliver structured art and design technology lessons using our schemes of work across EYFS, KS1 and KS2.
- Lead whole-class sessions independently in line with agreed schemes of work.
- Support the development of a progressive art curriculum across the school in collaboration with the Art and Design Technology Subject Leaders
- Adapt lessons to meet the needs of all learners, including pupils with SEND and EAL.
- Assess, monitor and record pupil progress in art.
- Promote high expectations of behaviour and engagement during sessions.

#### Creation Station Leadership

- Organise, manage and maintain the Creation Station as an inspiring and safe creative environment.
- Source and prepare materials and resources for lessons and projects.
- Ensure health and safety procedures are followed, including safe use of tools and materials.
- Display and celebrate pupil art and design work across the school.
- Lead whole-school creative projects, exhibitions or themed events where appropriate.

#### Supporting the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Work with teachers to embed creativity across other curriculum areas.
- Support themed days, enrichment activities and school events.
- Support staff with ideas, techniques and confidence in delivering art.
- Help pupils to access learning activities through specialist support.

#### Supporting the School

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, internet safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with staff, parents, carers or other stakeholders.
- Attend and participate in regular meetings as required.
- Recognise own strengths and areas of expertise and use them to advise and support others.

#### Inclusion and Pupil Support

- Support individual pupils or small groups where required.
- Encourage confidence, self-expression and resilience through creative learning.
- Promote positive relationships and inclusive practice.

**Variation Clause:**

- This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

- Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.