

Job Description: Teacher of Art (Maternity Cover)



Title of Post	Teacher of Art – Maternity Cover
Grade and SCP	MPS to UPS (Suitable for ECTs)
Hours/Working Weeks	Full Time
Post Status	Fixed Term, Two Terms
Accountable To	Deputy Headteacher

Main Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students in a designated curriculum area.
- To monitor and support the overall progress and development of students as a teacher and tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Duties & Responsibilities

- To assist in the development of appropriate syllabi, resources, schemes of learning and teaching strategies in the curriculum area and faculty.
- To contribute to the school's and department's development plan and its implementation.
- To plan and prepare medium- and short-term programmes of learning.
- To contribute to the whole school's planning activities.
- To assist the Head of Faculty to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's aims and objectives.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective and efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To apply the Behaviour Management systems so that effective learning can take place.
- To adhere to the teacher standards and school's code of conduct.
- To fulfil the professional responsibilities outlined in the current School Teachers' Pay and Conditions Document.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, and to contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching / learning experience of students.
- To undertake a designated programme of teaching and learning.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To implement the school's behaviour and rewards policies/programme.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.

- To seek and implement modification and improvement when required.
- To review from time-to-time methods of teaching and programmes of learning.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for reports, progress checks, exam entries, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Marketing & Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings etc. and liaison events.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Faculty to identify resource needs and to contribute to the efficient and effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Professional Development
- Engage in ongoing professional development to maintain and extend knowledge and skills relevant to working with pupils.
- Reflect on your own practice and contribute to a culture of continuous improvement.

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children at all times.
- Comply with and assist with the development of 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 and comply with all school's policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school and Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

A large, stylized number '318' is displayed in the lower half of the page. The number '3' is rendered in a reddish-orange color with a visible brushstroke texture. The numbers '1' and '8' are in a solid grey color. The '1' has a small, dark grey brushstroke-like detail at its base. The '8' is a simple, clean grey outline. The entire number is set against a white background.

Person Specification: Teacher of Art (Maternity Cover)



	Essential	Desirable
Qualifications	• Good standard of education including GCSE English and Maths (Grade C/4 or above) or equivalent • Relevant degree • QTS • Evidence of personal and professional development	• Higher level or postgraduate qualification
Work or Relevant Experience:	• Be or have to the potential to be an outstanding classroom practitioner • Setting and achieving ambitious goals and challenging targets • An up-to-date knowledge of ICT and its use within the classroom. • Proven track record of ensuring high attainment and progress scores with students • Successful engagement in trainee teacher target setting or performance management process	• Participation in whole school initiatives. • Experience of successfully running extra-curricular activities. • Specialist teaching ability at KS3 and 4 but ability to teach outside of specialist field too. • Experience of teaching art/textiles
Skills/Knowledge	• Ability to plan and adapt learning activities to meet individual pupils' needs • Excellent organisational and time management skills • Good ICT skills and ability to use relevant software and systems • Ability to interpret and analyse class data to track and monitor student performance • The ability to build positive relationships with colleagues, students and parents	• Knowledge of positive behaviour support strategies

Personal Attributes	• Excellent communication skills, both verbal and written • Ability to relate well to children, young people and adults • Flexibility, reliability and a positive, can-do attitude • Initiative, enthusiasm and commitment to improving outcomes for pupils • Ability to maintain confidentiality at all times • Commitment to inclusive education and high aspirations for all pupils	
Special Conditions	• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Understanding of the importance of safeguarding and promoting the welfare of children	