



# Candidate Information Pack – Teacher of Art and Design (temporary)

## Details of the Post

Start date: September 2026

Status of post: Temporary (one year)

Closing date for application: 8 June 2026

Interview Date: Week Commencing: 8 June 2026

## **WELCOME – Headteacher**

Dear Prospective Candidate,

Thank you for your interest in our post. I hope that after finding out more about Wood Green School, you will want to apply to be part of our dedicated staff team.

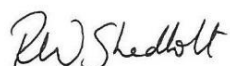
Wood Green School is an oversubscribed 11-18 comprehensive in Witney, close to the Cotswolds with excellent links to Oxford and London. We are an extremely supportive school, with staff wellbeing a priority. Our school stands out for its commitment to academic excellence and personal development. Our curriculum approach and teaching principles values subject specialism, giving strong department teams the freedom to share their love of their subject and to light fires. The extensive range of extracurricular activities encourages students to explore their wider talents and build leadership skills. Our dedicated, caring staff are passionate about nurturing each student's academic and personal potential.

This is a very exciting time for Wood Green. We have created our Wood Green Baccalaureate, that encourages and celebrates everything that a school should develop in young people: engagement in all subjects, learning skills such as research and communication, and personal skills such as thoughtfulness for others. We believe strongly in a culture of mutual respect and strong relationships, demonstrated in our Behaviour Policy built on restorative principles and our Diversity, Equality and Inclusion Policy. Everything is underpinned by our LEARNWell values. Our strong reputation and results improving year-on-year have led to a rapid rise in student applications. This holistic approach ensures that we live out our mission *to develop exceptional, well-qualified and well-rounded young people who make a positive contribution to our school, our community and the world.*

I believe that investing in staff is crucial to achieving our mission. At Wood Green, we provide a comprehensive programme of staff development, sharing best practice in-school and giving staff the opportunity to work with other schools through our local and national partnerships. All teaching staff work with peer coaches in school and have opportunities for professional development through Trust Peer Reviews, Oxford University Department of Education and National Professional Qualifications. Wood Green School is part of the Acer Multi-Academy Trust, consisting of nine schools: Wood Green School, Chalgrove Primary School, Stadhampton Primary School, Botley Primary School, Icknield Community College, Watlington Primary School, Glory Farm Primary School, Cooper School and Matthew Arnold School. All nine schools have strong track records of high performance or rapid improvement and share similar values. This partnership adds real benefit to Wood Green School, especially opportunities for staff development. The key values of the Acer Trust are Trust, Big-Heartedness and Ambition.

If this feels like a school where you can flourish, I look forward to hearing from you.

Yours sincerely



**Rob Shadbolt**, Headteacher

## Mission, Values and Vision

### Mission Statement

“Our mission is to develop exceptional, well-qualified and well-rounded young people who make a positive contribution to our school, our community and the world.”

### Our Values

## LEARNING EFFORT ASPIRATION RESPECT NURTURE WELLBEING

Our **LEARNWell** values reflect our commitment to developing the whole person and underpin everything we do:

- **Learning** – Wood Green students show curiosity, are creative thinkers, communicate powerfully, respond well to feedback, and find ways to learn that work for them
- **Effort** – Wood Green students are proud to try hard and to be successful, are not scared to fail, work well with others and by themselves
- **Aspiration** – Wood Green students achieve highly, believe they can improve, and leave prepared for their next exciting adventure
- **Respect** - Wood Green students respect all others, take responsibility for their own actions, develop good relationships with all students and staff, and take care of their environment
- **Nurture** - Wood Green students are kind to others and contribute to their community
- **Wellbeing** - Wood Green students manage themselves well emotionally, and know how to keep themselves healthy and safe

## Department Information

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### Art and Design Department information

The Department of Art and Design comprises Fine Art, Graphic Communication and Textile Design across five classrooms with the assistance of a specialist technician. In September 2026 the department will move to the school's new purpose-built building. In addition, we are looking to expand our offer to include Three-dimensional Design.

We are seeking to appoint a new teacher of Art and Design to join the department for a year to support our development through a time of growth and transition. The successful candidate will themselves be an excellent practitioner, able to teach from Fine Art, Textiles and Graphic Communication at Key Stage 3, and, ideally, offer a specialism within Art and Design to GCSE or even A Level.

### Staffing

The Department currently comprises of a team of specialist teachers of Fine Art, Graphic Communication and Textiles. Each teacher has their own classroom with a computer, projector and sound system. There is a specialist ICT room and access to laptops.

### Ethos

The Department is committed to developing effective learners who are capable of thinking creatively and independently as well as being able to reflect on their own practice. We place a significant emphasis on assessment for learning across the curriculum, setting personal targets for individuals to enable them to make progress and aspire to the best outcomes possible.

Students are taught skills to enable them to explore concepts creatively and practically and all work is underpinned with critical analysis of the work of other artists, designers and crafts people. Drawing skills are also a fundamental part of the curriculum at all key stages and our wide range of specialist equipment allows students to record ideas using a variety of techniques.

### **Curriculum Key Stage 3**

Students experience Art and Design on a carousel basis which provides a term each of Fine Art, Graphic Communication and Textile Design. Years 7 and 8 have three, one-hour lessons per fortnight, which increases to four, one-hour lessons in Year 9. From September 2026 we are looking to include Three-dimensional design into this carousel. The focus in Years 7-9 is on preparing students for the Key Stage 4 curriculum. Students experience the creative process and are directed in the production of outcomes across the disciplines.

### **Key Stage 4**

We currently offer Edexcel GCSE Art and Design endorsements in Fine Art, Graphic

Communication and Textile Design, and are looking to develop Three-dimensional Design. Students are allocated six one-hour lessons per fortnight and are based in specialist classrooms.

### **Key Stage 5**

Art students follow the Edexcel Fine Art Endorsement at A Level and are allocated four hours of lessons each week in year 12 and 9 hours a fortnight in year 13. Developing Three-dimensional Design is also an aspiration.

### **Department development**

We have recently focused on extensive curriculum development to create cohesion across our endorsements and embedded cognition and metacognition principles into our schemes of work to promote independent learning and creativity both in lessons and outside the curriculum. We offer external visits at KS4 and offer a one-day workshop to develop a range of experimental techniques. We hope to extend these opportunities to other key stages in the future and explore exhibition opportunities both within school and in the wider community.

## Job Description

<b>Job Title</b>	<b>Teacher of Art and Design</b>
<b>Job Description</b>	This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.
<b>Review Date of Job Description</b>	May 2026
<b>Establishment</b>	Wood Green School, Woodstock Road, Witney, OX28 1DX
<b>Responsible to:</b>	Head of Art and Design
<b>Responsible for:</b>	Teaching and supporting all designated classes in the Art & Design department
<b>Purpose of Post</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate</li> <li>• To monitor and support the overall progress and development of students as a Teacher/Form Tutor</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake a designated programme of teaching across all key stages</li> <li>• Teach consistently high-quality lessons</li> <li>• Plan and deliver schemes of work and lessons that meet the requirements of the KS3, 4 and 5</li> <li>• Be a role model for students, inspiring them to be actively interested in the subject</li> <li>• To maintain appropriate records and to provide relevant accurate and up to-date information</li> <li>• To complete the relevant documentation to assist in the tracking of students</li> <li>• Set expectations for staff and students in relation to standards of achievement and the quality of learning &amp; teaching</li> <li>• Prioritise and manage time effectively, ensuring continued professional development in line with the role</li> <li>• To follow the school policies and procedures</li> <li>• To ensure the effective/efficient deployment of classroom support</li> <li>• To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>• Follow schemes of work for the subject at all Key stages</li> <li>• Promote aspects of Personal Development related to the subject</li> <li>• Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of the subject</li> <li>• Promote the subject learning through out of hour's activities</li> <li>• Ensuring a high-quality learning environment throughout the subject area.</li> </ul>

<b>Assessment, Feedback and Tracking</b>	<ul style="list-style-type: none"> <li>• To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy</li> <li>• To follow department monitoring and tracking systems relating to students' attainment, progress and achievement</li> <li>• Mark, grade and give written/verbal and diagnostic feedback as required</li> <li>• Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures</li> <li>• Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required</li> <li>• Complete the relevant documentation to assist in the tracking of students</li> <li>• To follow department policy regarding department tracking of student progress and use information to inform learning and teaching</li> <li>• Follow setting and co-ordinating assessment arrangements in the subject at all Key Stages, and in all areas as required by school policies, including standardising those assessments.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>• To engage actively in the Performance Management process</li> <li>• Participate in whole school CPD programmes</li> <li>• To take part in the staff development programme by participating in arrangements for further training and professional development.</li> </ul>
<b>Student Support and Progress</b>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students</li> <li>• To promote the general progress and well-being of individual students and the Tutor Group as a whole</li> <li>• To liaise with the relevant pastoral leaders to ensure the progress of students</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required</li> <li>• To lead the National Baccalaureate within the tutor group</li> <li>• To contribute to the preparation of Action Plans and other reports as required</li> <li>• To alert the appropriate staff to problems experienced by students</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHE and citizenship and enterprise according to school policy</li> <li>• To apply the Behaviour for Learning policy so that effective learning can take place</li> <li>• Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and department heads.</li> </ul>
<b>Safeguarding</b>	<p>Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.</p>

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ Qualified teacher status</li> <li>➤ Successful teaching experience</li> <li>➤ Evidence of professional development relevant to this role</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good classroom practice, constantly showing a positive and resilient approach to students and staff</li> <li>➤ Excellent communication and organisational skills</li> <li>➤ Knowledge of effective teaching and learning strategies</li> <li>➤ A good understanding of how children learn</li> <li>➤ Ability to adapt teaching to meet students' needs</li> <li>➤ Ability to build effective working relationships with students</li> <li>➤ Knowledge of guidance and requirements around safeguarding children</li> <li>➤ Knowledge of effective behaviour management strategies</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ High expectations for all students and belief in bringing out the best in all</li> <li>➤ Commitment to upholding and promoting the ethos and values of the school</li> <li>➤ Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to equality</li> </ul>

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.





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