



# Head of Art, Design & Technology

Candidate Information Pack  
January 2026

**Learning Today: Leading tomorrow**

# Our School

## **Learning today: leading tomorrow**

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents and carers consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting which adds so positively to our working and learning environment. Please do not hesitate to come and visit us;

**I very much look forward to meeting you.**

Ms Naseema Akbar

Headteacher



# Job Description: Head of Art, Design & Technology

Purpose:	To lead, manage, develop, and be accountable for the delivery of the curriculum at Key Stages 3, 4, & 5 in order to ensure the highest possible standards of student achievement, personal development and well-being.
Responsible to:	Deputy Headteacher
Responsible for:	This post holder will be responsible for members of the Art, Design & Technology Department
Working conditions:	<p>These will be as specified in the latest <a href="#">School Teachers pay and conditions document (STCPD)</a> The post holder will continue to meet and build upon, as appropriate:</p> <ul style="list-style-type: none"><li>• The National Standards for QTS as laid down by the Department for Education, relating to:<ol style="list-style-type: none"><li>a) Professional values and practice</li><li>b) Teaching</li><li>c) Knowledge and understanding</li></ol></li><li>• The Induction Standards</li><li>• The Threshold Standards</li></ul>

## Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be a high involvement in regulated activity relevant to children. Please see our [Child Protection policy and procedures](#)
3. Strategic direction and development of Art, Design & Technology:-
  - to ensure that the department culture, policies and practices follow and contribute to those of the school;
  - to contribute to a whole-school culture and climate which:
    - enable staff to develop and maintain positive attitudes towards Art, Design & Technology, and confidence in teaching students and to
    - encourage students to make a positive contribution to school life and to have their voice heard;
  - to significantly contribute towards the Art, Design & Technology development plan, which contributes to the achievement of the School Improvement Plan, and which involves all staff in its design and evaluation. This will reflect the school's commitment to continuous improvement, high achievement, effective teaching and learning, and inclusion;
  - to set expectations and goals for colleagues and students in relation to standards of achievement and behaviour.
  - to contribute to whole school planning, monitoring, review and evaluation;
  - to monitor, evaluate, and review standards of leadership, teaching and learning, and student achievement against school, local, and national standards, including by lesson observation, sampling work, checking diaries/link books, collating and interpreting data; report annually on the above;
  - to represent the Department in the wider school community and liaise with the rest of the school, outside agencies, governors, partner schools, further and higher education etc.; ensure that the above have relevant information on students in the cohort;
  - to keep up to date with national developments in pastoral care, personal development, progress tracking, and teaching practice and methodology.
  - To develop literacy across the curriculum and share best practice with colleagues in other curriculum areas.
4. Teaching and learning:-
  - to support and promote outstanding teaching and learning in Art, Design & Technology, including IT-based developments;

- Identify and adopt the most effective teaching approaches for students with additional learning needs;
- to have a role in evaluating the quality of teaching, the standards of student achievement and progress and setting goals for improvement i.e. monitoring of homework set;
- to assist relevant colleagues with the management of school assessment systems and examinations;
- to promote and support extra-curricular activities, which enrich and support the learning and experience of all students, and increases their participation in school life;

5. Leading and managing staff;

- Be responsible for members of the Art, Design & Technology Team;
- To inspire and enable all colleagues in the Art, Design & Technology team to deliver high quality teaching on a daily basis;
- to communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented;
- ensure that all Art, Design & Technology teachers recognise and fulfil their statutory responsibilities to all groups of students including those with additional needs;
- to ensure that staff understand and effectively implement school policies.

6. Student progress and standards of achievement;

- to implement the school's policy and practice for the tracking of student progress;
- to monitor the targets set for students, and to manage intervention to maximise progress;
- to promote, manage, and be responsible for high standards of student behaviour, attendance and punctuality;
- to implement creatively the school's systems for rewarding good student performance and to ensure all staff use them effectively;
- to establish a positive partnership with parents/carers to involve them in their child's learning and progress; to arrange consultation afternoons & evenings;
- to work with other staff, including Learning Development and external agencies to ensure that students' needs are identified, suitable Individual Education Plans and Pastoral Support Programmes are drawn up, and that these are implemented, and reviewed;
- to ensure that information from previous years/schools is available to staff and advise on its effective use; to ensure that such information is passed on to any receiving institution.

7. The efficient and effective deployment of staff and resources:-

- to manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down;
- to assist in the recruitment of staff;
- to advise on the effective deployment of staff and ensure that there are appropriate arrangements in their absence;
- to ensure that accommodation/ area, resources and equipment are maintained in good order, including the management of
  - a) health and safety, and
  - b) security
- to provide a stimulating environment that promotes interest and learning.

#### **OTHER SPECIFIC DUTIES**

8. To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above.
9. To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

# Person Specification: Head of Art, Design & Technology

Qualifications	Essential	Desirable	How measured
Degree or equivalent	✓		Application
Postgraduate teaching qualification/QTS/Induction Passed	✓		Application
Evidence of professional development	✓		Application and interview
Teaching & Pastoral Experience			
Experience of excellent teaching across the ability range in at least KS3, 4 and preferably 5	✓		Application, references and interview
Evidence of consistently good and outstanding teaching and learning	✓		Application, references and interview
Excellent subject knowledge	✓		Application, references and interview
Good knowledge of current curriculum development in your subject area	✓		Application, references and interview
The ability to use ICT effectively to engage students	✓		Application, references and interview
An understanding of how to use assessment to inform planning for good teaching and learning	✓		Application, references and interview
A good understanding of the principles of Assessment for Learning	✓		Application, references and interview
The ability to differentiate to provide appropriate challenges for all learners	✓		Application, references and interview
Evidence of using data to inform planning and put in place successful intervention strategies to raise achievement	✓		Application, references and interview
Evidence of pastoral experience, including taking responsibility for a form group	✓		Application, references and interview
Evidence of good classroom management skills	✓		Application, references and interview
An interest in the wider curriculum	✓		Application, references and interview
Leadership & Management			

Outstanding leadership skills	✓		Application, references and interview
The ability to inspire, enthuse, develop and support colleagues	✓		Application, references and interview
The ability to evaluate and improve standards of teaching and learning within a department	✓		Application, references and interview
Experience of conducting Performance Management and desire to develop other colleagues	✓		Application, references and interview
The ability to inspire, enthuse, develop and support colleagues	✓		Application, references and interview
The ability to evaluate and improve standards of teaching and learning within a department	✓		Application, references and interview
<b>Personal Qualities</b>			
A willingness to learn and develop new skills, a desire to make a difference in the lives of young people	✓		Application, references and interview
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview