THE RADCLIFFE SCHOOL
INSPIRE AND ACHIEVE

HEAD OF ART

(TLR 22 £4,778)

Candidate Information



HEAD OF ART
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We are looking for a highly motivated and qualified, full time teacher of Art to lead our vibrant Department from September 2018.

This is an excellent opportunity for an imaginative and inspiring teacher to work in a supportive and energetic school where students are making significant and sustained progress.

In return we offer you an exciting opportunity to work with our remarkable students and colleagues. We invite you to join us in our commitment to inspire every student with the skills and confidence they need to achieve their unique potential.

To find out more, please go to www.radcliffeschool.org.uk to download information about the post and an application form, or contact Jo Moloney, Personnel Manager, on 01908 682 289. The deadline for applications is Monday 9 April 2018.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Aylesbury Street West, Wolverton, Milton Keynes, MK12 5BT
Tel: 01908 682 222
www.radcliffeschool.org.uk

Headteacher: Paula Lawson



JOB DESCRIPTION

In addition to the responsibilities of class teacher as set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Shaping the future
• Support the Curriculum area vision. • Collaborate with colleagues to deliver the Curriculum area's improvement agenda. • Participate in termly self-evaluation to inform planning and development.
Leading teaching and learning
• Participate in the termly evaluation of student targets to inform intervention. • Actively monitor student progress and deliver/support intervention strategies. • Support the Curriculum Team Leader to develop an innovative, cost effective & sustainable curriculum. • Support the development of appropriate teaching and learning strategies. • Support the development of relevant, creative and innovative learning resources for the curriculum.
Developing self and working with others
• Build and maintain an effective teaching team (including Support Staff). • Work collaboratively to secure high quality teaching across the department. • Support, deliver and identify CPD opportunities and needs for the department. • Attend internal and external meetings as appropriate. • Liaise with the Curriculum Team Leader to manage cover work for absent colleagues.
Managing the organisation
• Support the Curriculum Team Leader to maintain accreditation with the relevant exam and validating bodies. • Maintain an awareness of school policies and implement them appropriately. • Ensure that the classroom environment is vibrant, well organised and attractive. • Support and contribute to cross-curricular links. • Contribute to liaison with other organisations relevant to the Curriculum area. • Support the Curriculum Team Leader's management of the budget.
Securing accountability
• Participate in the performance management cycle. • Implement school policies, inc. health and safety, equal opportunities and report any problems.
Strengthening community
• Build a department culture that develops the school's rich diversity. • Promote good communication with key stakeholders to support student achievement in accordance with the school vision.



PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
Qualifications	Relevant degree Qualified teacher status	Postgraduate degree and/or further relevant professional studies.	Application form
Experience	Experience of successfully teaching across age and ability range. Evidence of successful, consistently good to outstanding teaching practice. Evidence of successfully leading a department. Understanding of Pupil Premium.		Application form and interview
Philosophy	Commitment to the "fun and fundamentals" of learning. Commitment to self-evaluation and continuous improvement. Commitment to sharing best practice. Belief in the positive difference high quality educational opportunities make to peoples' lives. Commitment to the values and ethos of the school		Application letter and interview
Professional knowledge / understanding	Knowledge and understanding of current issues in education. Understanding of the National Curriculum. Awareness of different learning styles and multiple intelligences.	Experience of working with other agencies to enrich the education of students. Thorough understanding of the potential of e-learning.	Application letter and interview
Skills	Excellent oral and written communication skills. Excellent literacy and numeracy skills. Ability to give and receive effective feedback and act to improve own performance and that of others. Ability to explain ideas clearly and succinctly. Excellent user of ICT. Excellent attendance and punctuality record.		Interview and References
Personal Attributes	Excellent interpersonal skills - ability to communicate well with pupils, parents and staff. Ability to inspire, challenge and motivate staff and students. Ability to ask for advice and support where necessary. Self motivating with a positive outlook. Ability to work to deadlines and under pressure. Commitment and enthusiasm. Dependability and sound organisational skills Understanding of own strengths and areas for development Good time management Administrative efficiency		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to the Headteacher to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

