

JOB DESCRIPTION | CLAREMONT SCHOOL

Job Title: Head of Art

Line Manager: Preparatory Headteacher



ABOUT CLAREMONT SCHOOL

Claremont School is an independent, co-educational day and boarding school for 700 students from 1 to 18 years old. The School operates over two sites. Claremont Preparatory School was founded in 1925 and is situated on the outskirts of St Leonards-on-Sea; this site includes the Nursery, Pre-Prep and Prep and occupies a 130 acre estate, with extensive playing fields and woodland. Students here range from 1 to 13 years old. Claremont Senior School was founded in 2011 and is situated eight miles to the north of the Prep School in the village of Bodiam. This is a 12 acre site for students from 13 to 18 years old. Claremont also has two boarding houses; one in Battle and the other in St Leonards on Sea. Between the two houses there is capacity for 108 boarders.

Claremont School is part of the International Schools Partnership, who currently own 27 schools around the world.

Claremont School has been graded as 'Outstanding' in every category, in all three of its last Ofsted inspections.

More information about Claremont can be found by visiting the website:

<https://www.claremontschool.co.uk/>

News of latest events can also be found by visiting the Facebook page:

<https://www.facebook.com/claremontschool/>

MAIN DUTIES/RESPONSIBILITIES

All staff are expected to work in a partnership with parents/carers and have an eager commitment to liaise with them at every opportunity. Staff are also expected to promote the school at all times and to read school policies and handbooks and sign to say this has been done on an annual basis.

HEAD OF ART

1. To foster a love of art throughout the school.
2. To deliver the programme of academic art teaching.
3. To organise and deliver extra-curricular art activities.
4. To assess potential art scholars at 11+.
5. To arrange trips and visits to events which enhance the pupils' love for, and understanding of, art.
6. To liaise closely with the Head of Art of Claremont Senior School on curriculum development.

TEACHING

1. To plan, deliver and evaluate academic art lessons for pupils recognising the needs of individual pupils and provide activities to meet their needs.
2. To teach each lesson, according to the educational needs of the pupils that are assigned to him/her, including the setting and marking of work. If necessary or applicable this will be with close liaison with HODs.

3. To assess, record and report on the development, progress and attainment of pupils in line with school policy.
4. To provide learning objectives and targets to their pupils and ensure work is marked clearly and in accordance with the school marking policy.
5. To provide and/or contribute to oral and written assessments, reports and references relating to individual pupils, groups of pupils or issues in the school.
6. To liaise with the Learning Support department and to differentiate as appropriate for both Gifted & Talented and less able pupils.
7. To liaise with support and specialist staff as necessary.
8. To develop cross curricular links.
9. To be involved with clubs and activities as required.
10. To liaise regarding budget/ordering of equipment in line with school policy.
11. To select students for prizes as required and to celebrate display/publish work of a high standard.
12. To create a stimulating and safe classroom environment and ensure displays are changed at least each half term.
13. To ensure commitment to safeguarding and train in line with government policy.
14. To attend termly INSET as directed by the Headteacher and find and promote opportunities for CPD in agreement with the Headteacher.
15. To provide leadership and firm discipline and work within the school behaviour policy guidelines.
16. To attend and contribute to planning meetings if invited.
17. To take part in and/or organise school trips and whole school events e.g. sponsored walk, House challenges and Sports Day.
18. To attend staff meetings and weekly briefing.
19. To be available for events for parents including consultation evenings and informal suppers and to support marketing activities or additional events such as Open Mornings.
20. To review performance through the appraisal system and have a desire to upskill and develop teaching of self and of others.
21. To undertake break, lunch and prep duties in line with the school policy and cover for absent colleagues as necessary.
22. To make records and reports on the social and personal needs of pupils to the Pastoral Heads if deemed necessary.
23. To communicate and co-operate with groups outside the school if a child is under assessment, liaising with the SENCo.
24. To contribute to pupils' spiritual, moral, social and cultural development.
25. To contribute to the school weekly Newsletter, SMSC folder and website updates.

TERMS AND CONDITIONS OF EMPLOYMENT

The salary and benefits for this position are competitive and will depend upon the qualifications and relevant experience of the successful candidate.

SAFEGUARDING

Claremont School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service

Claremont School regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors.

EQUAL OPPORTUNITIES

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.