



The West Bridgford School



Assistant Head of Creative Design Application Pack



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

10th February 2026

Dear Applicant,

Thank you for your interest in this post. The Governors are seeking to appoint an Assistant Head of Creative Design for the 01st September 2025.

Enclosed with this letter are the following:

Copy of the Advertisement
Department Information
Job Description


Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon, Monday 03rd March 2025.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

National Support School
designated by

National College for
Teaching & Leadership



Stephen Lawrence
EDUCATION STANDARD


East Midlands
Teacher Training Partnership



The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1785 including 436 in Post-16

Part of the East Midlands Education Trust



ASSISTANT HEAD OF CREATIVE DESIGN

FOR 01st SEPTEMBER 2025

Salary dependent on experience: £31,650 to £49,084 plus TLR 2A £3,391

The West Bridgford School has a unique opportunity for an enthusiastic and ambitious Teacher of Art to assist the Head of The Creative Design Faculty lead an outstanding department, with an overview of responsibility for Art in a high performing and oversubscribed school.

The person we are seeking will be:

- An outstanding teacher across the ability and age range able to teach Art and Design to all key stages including GCSE and A-Level in a creative, challenging and inspiring way.
- Be passionate about the subject, delivering excellent teaching and learning and be committed to its importance within the whole school curriculum and its place in the wider world.
- Completely aligned with our values and ethos. We believe in working together with families and the local community to create an educational culture of life-long learning based on academic excellence and independent thought.
- Able to foster a safe and respectful learning environment for all students.
- Enthusiastic about ongoing CPD and excited to fully engage with our dynamic model for Professional Growth.

We are offering:

- Excellent professional development opportunities through our whole school commitment to producing a constantly evolving bespoke programme of CPD. The very best Teaching & Learning Professional Growth using Rosenshine's Principles of Instruction.
- The chance to work as part of a creative team committed to continuous improvement.
- A culture of hard work embedded in both staff and students; everyone has a genuine desire to achieve

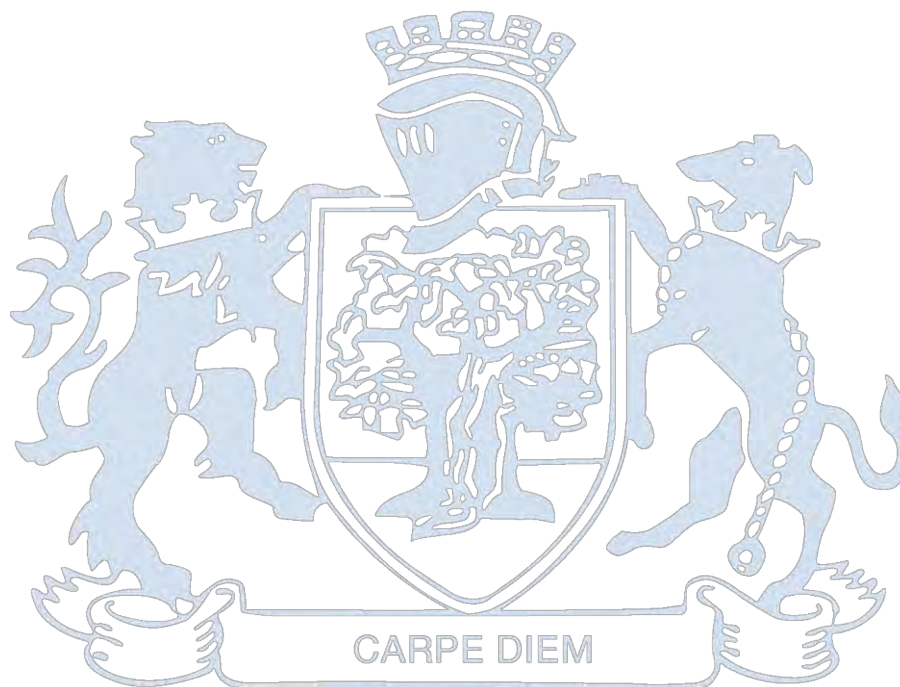
We welcome applications from both experienced teachers with teaching and learning responsibility and those who are at a time in their career to move to the next level.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12 noon, Monday 03rd March 2025.



Assistant Head of Creative Design

What we are looking for:

- Alignment with our values and ethos. We believe in working together with families and the local community to create an educational culture of life-long learning based on academic excellence and independent thought
- Someone who will foster a safe and respectful learning environment for all students
- A teacher with a passion for their subject who will deliver excellent teaching and learning
- Someone with a passion for CPD who will fully engage with our ongoing Professional Growth programme

What we can offer you:

- A culture of hard work and a genuine desire to achieve embedded in both staff and students
- A whole school commitment to producing the very best teaching & learning
- A constantly evolving bespoke programme of CPD Professional Growth
- A school-wide open door policy, meaning all staff have the opportunity to observe lessons across the entire curriculum
- A highly visible and forward-thinking Leadership Team who support staff, lead innovation, and never compromise on expectations
- A leading Virtual Learning Environment which streamlines administrative tasks including marking, setting homework and data entry
- A centralised approach to assessment & resourcing, giving more time to embed teaching & learning strategies and focus on Professional Growth
- A robust behaviour for learning environment which enables teachers to teach and students to learn
- An opportunity to develop the personal values and habits of your own tutor group, guided by a highly trained, experienced and dedicated pastoral team
- A community of supportive families who help to ensure students leave our school confident, articulate, and culturally aware.

We are looking for an individual with a commitment to engaging our students' learning through excellent teaching and a passion for their subject.

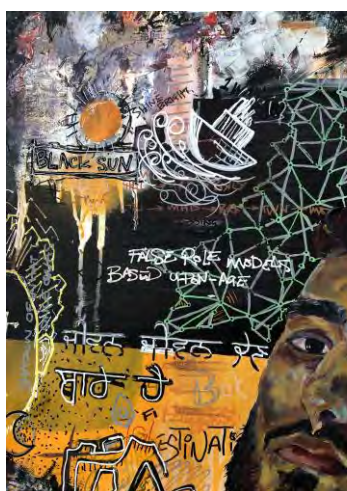
As employers, we are committed to safeguarding and promoting the welfare of children and in that regard have appropriate policies and procedures. All staff undertake a criminal record check via the Disclosure and Barring Service (DBS) and interviews will include questions about safeguarding children.



The West Bridgford School

ASSISTANT HEAD OF CREATIVE DESIGN

"Creative Design aims to develop independent learners who can apply the design process using problem solving and practical skills to create innovative ideas and outcomes." -The Creative Design Team



The Governors are seeking a dynamic and experienced teacher of Art and Design to assist the Head of Faculty lead a team of experienced teachers, in The Creative Design Department, with an overview responsibility for Art. This area of the school was created through the amalgamation of the existing Art Department and the Design Technology Department. The vision for the new department was to create a 'design- led' ethos that drew on the strengths from both strands. The colleagues in the Creative Design Department increasingly teach across the curriculum.

Art at The West Bridgford School is a popular and high achieving subject and is housed in a self-contained suite of three teaching rooms, a post-16 studio, gallery space with computer area, kilns and small office. There is also a large photography computer room with a built-in studio. This has a full licence for the Adobe Creative Suit.

Art is taught to all students at KS3 covering a comprehensive Art Curriculum of 2D and 3D work including ceramics and print making. Students follow the AQA course for GCSE and there are normally six or seven classes in each of the years for KS4. A-Level follow Edexcel and there are typically two or three classes in each year of Post-16. Students have the option to study Fine Art, Graphic Design, Photography and Textile Design. Students are disciplined and well-motivated. Most of these students proceed to Art or Design based courses in Higher Education.

Design Technology has a long history of success at The West Bridgford School. The department has specialist work-shops, forge, electronics and engineering space, two Food Technology kitchens, a dedicated Textiles room and computer room. As well as teaching students across KS3 in a 'carousel,' highlighting all aspects of the subject, the department offers Product Design, Engineering and Food Preparation and Nutrition at GCSE and Product Design A-Level.

Extra-curricular activities are encouraged and regularly take place for all years including trips, clubs and workshops. The department has a policy of displaying work throughout the school which aims to raise the profile of the department and the school.

Generic Job Description

Post Title:		ASSISTANT HEAD OF CURRICULUM AREA
Purpose:		<ul style="list-style-type: none"> ✓ To support the Head and Deputy Head of Department and to deputise when and where appropriate. ✓ To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. ✓ To act as a Curriculum Lead and be responsible for leading and developing this area. ✓ To develop and enhance the teaching practice of others. ✓ To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
Reporting to:		Head of Department/ Deputy Head of department
Responsible for:		The provision of a full learning experience and support for students
Liaising with:		Head/Deputies Teaching, relevant non teaching support staff, LEA representatives external agencies and parents
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Operational/ Strategic Planning		<ul style="list-style-type: none"> ✓ To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. ✓ The day-to-day management, control and operation of one curriculum area provision within the department. ✓ To assist in monitoring and following up student progress. ✓ To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. ✓ To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. ✓ To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. ✓ To support the relevant manager in the application of ICT in the Curriculum area.
Curriculum Provision:		<ul style="list-style-type: none"> ✓ To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

Curriculum Development:		<ul style="list-style-type: none"> ✓ To support curriculum development within the whole department with particular emphasis on the relevant curriculum area. ✓ To keep up to date with national developments in the subject area and teaching practice and methodology. ✓ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ✓ To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment/ Deployment of Staff		<ul style="list-style-type: none"> ✓ To work with the Head of Department and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ✓ To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department. ✓ To promote teamwork and to motivate staff to ensure effective working relations. ✓ To ensure the effective efficient deployment of classroom support. ✓ To participate in the school's ITT programme.
Quality Assurance:		<ul style="list-style-type: none"> ✓ To ensure the effective operation of quality control systems. ✓ To assist in the process of the setting of targets within the department and to work towards their achievement. ✓ To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. ✓ To contribute to the school procedures for lesson observation. ✓ To implement school quality procedures and to ensure adherence to those within the department. ✓ To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. ✓ To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:		<ul style="list-style-type: none"> ✓ To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. ✓ To assist in the use of analysis and evaluation of performance data. ✓ To help to produce reports within the quality assurance cycle. ✓ To assist in the production of reports on examination performance, including the use of value-added data. ✓ To assist in the of identification exam entries within the department.

Communications:		<ul style="list-style-type: none"> ✓ To help ensure that all members of the department /curriculum area are familiar with its aims and objectives. ✓ To ensure effective communication/ as appropriate with the parents of students. ✓ To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
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Marketing and Liaison:		<ul style="list-style-type: none"> ✓ To contribute to the school liaison and marketing activities, eg, the collection of material for press releases. ✓ To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.. ✓ To actively promote the development of effective subject links with external agencies.
Management of Resources:		<ul style="list-style-type: none"> ✓ To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources ✓ To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Pastoral System:		<ul style="list-style-type: none"> ✓ To monitor and support the overall progress and development of students within the curriculum area ✓ To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. ✓ To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. ✓ To contribute to PSHCE, citizenship and enterprise according to the school policy. ✓ To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place. ✓ To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
Teaching:		<ul style="list-style-type: none"> ✓ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:		<ul style="list-style-type: none"> ✓ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other Specific Duties: <ul style="list-style-type: none"> ✓ To support the school in meeting its legal requirements for worship. ✓ To promote actively the school's corporate policies. ✓ To continue personal development as agreed. ✓ To actively engage in the staff review and development process. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>		

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the

Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: March 2012

