

# Horsenden Primary School

## Art Tutor Job Description

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<b>Job title:</b>	Art Tutor	<b>Ealing GLPC Grade:</b>	Scale 23-25
<b>Line manager:</b>	Deputy Headteacher		
<b>Hours:</b>	21 hours per week (8:30am – 4:30pm) Wednesday, Thursday, Friday Term Time only		

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### Main purposes of the job

#### Working under the direction and within an agreed system of supervision from a qualified teacher.

- To contribute to planning, preparing and delivery of timetabled PPA cover for teachers.
  - In collaboration with the Deputy Headteacher and other senior leaders develop Art policy and oversee its implementation.
  - To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
  - Be responsible and accountable for achieving the highest possible standards in Art and conduct.
  - To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants.
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
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### Main responsibilities and tasks

#### Art delivery

- Deliver the Art curriculum in KS1 and KS2.
- Deliver out of hours art clubs as relevant to the age and ability group taught.
- With the support of the Deputy Headteacher, develop and deliver of an appropriate scheme of learning and assessment for Art across KS1 and KS2.
- In conjunction with class teachers be accountable for the attainment, progress and outcomes in Art of pupils you teach.
- Be aware of pupils' capabilities in Art, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment in Art.
- Make accurate and productive use of assessment to secure pupils' progress.
- Help to develop talent pathways for exceptional pupils.
- Give pupils regular feedback and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their achievement in Art.

#### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

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- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

#### **Support for the school**

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- To attend relevant meetings and participate in training and development opportunities as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

#### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Ensure that the Art equipment and resources is in appropriate order and is stored effectively.
- Where new equipment/resource is required, ensure that it is ordered, received, labelled and stored in a timely manner.
- Where appropriate undertake risk assessments with support for Art activities and clubs in line with the school's Health and Safety policy.
- Maintain assessment records that reflect pupil's academic progress and report this to parents on open evenings and at the end of the academic year in the form of a written report.

#### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Participate in whole school and individual INSET and other training opportunities.
- Share Art expertise with other members of staff, as appropriate.
- Proactively participate with the appraisal arrangements of the school.

#### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To ensure safe provision of all equipment and ensure it is used correctly, operate within Health and Safety guidelines and undertake risk assessments.
- Perform any reasonable duties as requested by the Headteacher.

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Signatures – line manager and job holder

Signature of Manager:	_____	Date:	____/____/____
Signature of post holder:	_____	Date:	____/____/____

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