ACCOUNTABLE TO: The Co-Heads
LINE MANAGER: Head of Art

The Department

We are seeking an enthusiastic and committed teacher of art to cover maternity leave from the beginning of May. The post would be equally suitable for an experienced teacher or for a strong NQT. The ability to teach Textiles A-Level would be advantageous and the post requires teaching across KS3-KS5.

More House School is an independent school for girls aged 11-18 situated in the heart of Knightsbridge. The Art department consists of one full-time member of staff and two part-time staff. Art is a popular choice at both A-Level and GCSE, delivering superb results. The school follows the unendorsed Edexcel syllabus at both GCSE and A-Level, so an ability to teach across media is essential. Girls are encouraged to explore themes independently, with teachers facilitating their learning rather than dictating the direction.

The successful candidate must have a genuine interest in raising the aspirations of all young people and an absolute commitment to inclusive education and outstanding progress for all.

We are within easy access of all major London galleries, and student trips to these are encouraged.

The successful member of staff will be expected to contribute to the extra-curricular life of the school and lead one after school open studio per week.

This is a 0.6 (FTE) post to cover a maternity leave.

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

Any gaps in employment will be investigated. It is also necessary for all staff to complete a self disclosure form which will notify the Co-Heads of any convictions or other factors which may be relevant to their employment in a school environment.

More House School aims to be a fair employer and is committed to equal opportunities.

More House School does not discriminate against employees on the basis of gender, ethnic origin, disability, or age.
All new appointments are subject to a probationary period.

Please note that applications must be made on the TES application form. CVs alone will not be accepted. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

Closing date: 9am on 17th July 2020.

**Duties of all teaching staff at More House**

**Your professional duties**

Support the Co-Heads and Senior Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Carry out all duties and responsibilities in accordance with the school’s Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students’ well-being and safety.

Do not do anything to bring the name or ethos of the school into disrepute.

**Teaching**

Planning and preparing courses and lessons.

Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.

Assessing, recording and reporting on the development, progress and attainment of pupils.

**Child protection, discipline, health and safety**

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. Reporting concerns to your line manager or member of the Senior Leadership Team.

Follow the school’s Safeguarding and Child Protection policy and the staff code of conduct.

Set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Ensuring that the duties of the post are undertaken with due regard to the School’s Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.

**Other activities**

Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you.
Providing guidance and advice to pupils on educational and social matters.

Making records and reports on the personal and social needs of the pupils.

Communicating and consulting with the parents of pupils.

Communicating and co-operating with persons or bodies outside the School.

Participating in meetings arranged for any of the purposes described above.

Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Deal with enquiries efficiently and sensitively.

Ensure absolute confidentiality in all matters relating to the students, staff and school business.

Accompanying pupils on visits away from the School.

Participating in the extra-curricular programme.

**Assessment and reports**

Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**Appraisal**

Participating in any arrangements that may be made for teacher appraisal.

**Further training and development**

Reviewing from time to time your methods of teaching and programme of work.

Participating in arrangements for your professional development.

**Educational methods**

Advising and co-operating with the Co-Heads and Senior Leadership Team and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

**Staff meetings**

Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

**Public examinations**

Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

**Administration**

Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.

Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.
NOTE
This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

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.

Hours, Renumeration and Holidays
Teaching staff are expected to be in School for 8.15am and the school day ends at 4.15pm. However, hours are as required to fulfil the duties of this role both before and after school hours.

The school recognises all public holidays and its term dates are in line with the other major independent London day schools and thus the school’s closure periods are slightly longer than those experienced in the maintained sector. You shall be entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998, which is to be taken during these closure periods.

The school will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enroll you in a pension scheme as required by law.

Other Benefits
Staff are eligible for fee remission at the discretion of the Co-Heads and Governors.
Teachers are automatically enrolled into the Teachers’ Pension Scheme.
Lunches and refreshments provided in the Staff Room and Dining Room are provided by the School to all members of staff, free of charge.
Staff Wellbeing Sessions are available and have in the past included yoga, massage, mindfulness and social activities.

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

Offers of appointment are subject to two satisfactory written references and DBS clearance. Any gaps in employment will be investigated. It is also necessary for all staff to complete a self-disclosure form which will notify the Co-Heads of any convictions or other factors which may be relevant to their employment in a school environment.

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