

# UPLANDS COMMUNITY COLLEGE

## Teacher of Art and Design Application Pack



# Letter from the Headteacher

Dear Candidate,

Many thanks for your interest in applying for a position at Uplands Community College.

Uplands is a popular and successful school that enjoys an excellent reputation for providing a high standard of education. We provide students and colleagues with a welcoming and supportive learning environment. This helps to create a caring, working atmosphere that enables students to reach their full potential intellectually, physically, spiritually and ethically. We believe strongly in a 'growth mindset' ethos, which supports every student to achieve their goals. We work hard to challenge all students to do their very best and make the most progress possible whatever their starting point.

We are very proud of our art department, which has an excellent track-record of ensuring students make excellent progress. In 2016, 89% of students achieved A\*-C in art GCSE with 36% of the grades being A/A\*. The overall progress score, according to FFT Aspire, was +0.43. Provisional data from 2017 indicates another excellent year with 84% achieving A\*-C in art. The positive learning partnership between our students and their teachers is also reflected in the excellent outcomes for students at A Level where, in 2017, art achieved an ALPS rating of 3 overall and photography achieved an ALPS rating of 4, placing the department in the top 25% of schools nationally.

We endeavour to work in very close partnership with parents to support their child's learning and we also work very closely with our partner primary schools to nurture a collaborative and continuous approach to learning and enjoyment. We are also part of the HHUUB (Hailsham, Heathfield, Uckfield, Uplands and Beacon) school partnership, where we work collaboratively to improve teaching by learning from each other.

In terms of staff development, we have a policy of 'by the staff for the staff'. Individual teachers decide which areas they would like to work on and the Heads of Faculty facilitate the professional development of the staff in their teams. Appraisal observations – which are not graded – are conducted by colleagues, to ensure the best developmental opportunities are gained in a supportive and collaborative environment. We work closely with each other and accept that we each have a responsibility to improve our own and our colleagues' practice in the school. There are opportunities to follow various programmes which enable staff to develop their practice, such as the Outstanding Teacher Programme and Developing Leaders for Tomorrow programme. To enhance our commitment to staff development, we have the IRIS Connect system to help collaboration and reflection across the school.

As a college, we take staff welfare very seriously and consult if there are any proposed changes. We have a clear teaching and learning policy, which has at its centre our 'five phases of learning' based on "Making Every Lesson Count: Six principles to support great teaching and learning" by Shaun Allison. We have a clear marking policy, which asks for one assessment to be marked every 8-12 lessons; there is no expectation to mark anything else. This year we launched 'Show My Homework' to enable staff to reduce their workload by setting clear, knowledge based homework, which can be marked automatically by the software.

I believe in creating an environment based on the ideals of professional autonomy, mastery and purpose. As Dylan William said, "every teacher needs to improve, not because they are not good enough, but because they can be even better".

This can only be achieved if:

- We commit to continuous professional development;
- Each of us takes responsibility for improving the quality of our teaching;
- We foster a growth culture which is founded on the belief that we can all improve;
- We create a collaborative, risk-taking and dynamic teaching body.

Uplands Community College is very much at the heart of its community. Thanks to the excellent staff and students at the school and the great spirit that exists here and in the wider community. Uplands is truly a great place to work and learn.

I look forward to meeting you.

Yours faithfully,



Liam Collins  
Headteacher

# Information about the position

## Our arts faculty

The faculty consists of four enthusiastic and supportive teachers and a technician. The faculty has two art rooms, a photography room and dark room as well as music rooms and a drama studio.

We have strong assessment and tracking systems in place and work collaboratively with subject specialists from local schools to develop our practice. We have high expectations of our students from Year 7 all the way through to Year 13 and are proud that many of our past students went on to study art and photography at prestigious art schools.

The successful applicant will need to be able to demonstrate determination, resilience, motivation, and commitment, acting as a role model for staff and students. A genuine passion for creativity, learning, and a belief in every student is essential. You will be required to teach art and design at all Key Stages and photography at GCSE and A Level.

## Curriculum

Students are taught in mixed-ability tutor groups in Year 7.

Art and design, photography, music and drama can be taken as an option at GCSE and prove popular with many students in Key Stage 4. A good number of our students choose to study arts and photography at A Level and many choose to pursue the arts beyond school.

## Accountabilities for all teachers

The teacher's task is core to the whole purpose of the college. It is to provide high quality teaching and learning for the students in his/her care, within the faculty schemes of work and the policies of the faculty and college, under the direction of the Headteacher. The teacher is expected to contribute to the development of his/her faculty and the thinking of the college as a whole. The teacher will communicate effectively with colleagues, students, parents, governors and outside agencies as appropriate. The teacher has a duty of care for the students and will work within the Health and Safety policies of the college, always being aware of Child Protection procedures and the college's Safeguarding Policy.

- Planning and delivering lessons and sequences of lessons and homeworks to meet students' individual needs, within the faculty scheme of work;
- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed;
- Providing students with the skills to learn effectively, independently and to organise and develop their learning;
- Using a range of appropriate classroom strategies to develop student learning, provide challenge, and maintain pace within the lesson;
- Maintaining good discipline in accordance with college policies and procedures, and encouraging good practice with regard to punctuality, behaviour and standards of work;
- Using information about prior attainment to help set targets, monitor progress and give clear and constructive feedback;
- Differentiating and adapting lessons to take account of vulnerable students and those who are particularly able and ensuring that all students are appropriately challenged;
- Maintaining and enhancing knowledge and understanding of your subject and methods to enable students to learn effectively;
- Maintaining a good working environment and managing classes so that learning can most effectively take place, within the Health and Safety policies of the college;
- Ensuring that students progress at least satisfactorily during lessons and over time;
- Monitoring student attendance to your lessons;
- Making an active contribution to the aspirations and policies of the college and the faculty and helping to build a faculty team;

- Engaging and motivating students;
- Assessing work regularly in accordance with college policies and to keep records of student progress;
- Monitoring student's progress, setting appropriate targets and encouraging individual learning;
- Making good use of other staff such as teaching assistants, technicians and administrative support in securing the best learning situation for students;
- Using PPA time effectively for planning, preparation and assessment;
- Actively participating in the Appraisal process to achieve personal professional development and support the priorities of the college;
- Having a working understanding of teachers' professional duties and legal liabilities;
- Having a good knowledge of the Uplands' Safeguarding Policy and Child Protection procedures;
- Participating in the college's marketing and liaising activities such as Open Evenings and Parent Evenings and events with partner schools;
- Contributing to the corporate life of the college and supporting planning through faculty meetings, staff meetings and other groups;
- Communicating effectively with students, colleagues, parents, governors and outside agencies when necessary and as scheduled by college policies;
- Complying with any reasonable requests from the Headteacher or manager not specified on the job description.

#### **Additional accountabilities for post-threshold teachers**

- Engaging and motivating students of all abilities so that consistent progress takes place for the majority of students, across all teaching areas, across all spectrums of background, ability and behaviour and that compares favourably with students in similar settings in other schools;
- Demonstrating analytical thinking to improve the quality of students' learning;
- Using the Appraisal process to advance student learning and enhance professional practice in line with the college's aspirations and priorities;
- Having a responsibility for an aspect of the college's work and developing plans which identify clear targets and success criteria for its development and/or maintenance;
- Reporting on progress in teaching and learning to stakeholders as appropriate;
- Promoting the wider aspirations and values of the college.

# Vacancy Advert

**Job Title:** Teacher of Art and Design (maternity cover)

**Salary:** £22,466- £38,250 and subject to any national pay review

**Hours:** Full time

**Deadline for applications:** midday on 27<sup>th</sup> October 2017. Please see below for more information

**Start Date:** 1<sup>st</sup> January 2018 – although may be earlier

Are you looking to advance your career in a welcoming and vibrant rural school? We are seeking to recruit an exceptional and enthusiastic teacher of art and design and photography who has the necessary skills and attributes to become an integral part of our excellent arts faculty. If you are interested in working with creative, talented students, you could join a friendly staff committed to providing an outstanding educational experience.

Uplands is a college that is committed to staff development, where individual needs are supported through a variety of development opportunities including IRIS Connect, formal and informal workshops, coaching sessions and lesson study. Uplands is a college that is committed to staff development, where individual needs are supported through a variety of development opportunities including formal and informal workshops, coaching sessions and collaborative time in faculties.

Uplands Community College is a few miles outside Tunbridge Wells and on the main line from London by rail. It is within 17 miles of the Sussex coast and Maidstone and a 50-minute commute from South London by car.

We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment, in line with our policies and procedures. Appointment will be subject to an enhanced DBS clearance and we will request references before interview. We are committed to equal opportunities in employment and welcome applications from all sections of the community.

You can apply for this position through the TES; alternatively please visit the vacancies page of our website ([www.uplandsgcc.com](http://www.uplandsgcc.com)). Applications should be returned to Mrs D. Atkinson HR and Office Manager ([d.atkinson@uplandsgcc.com](mailto:d.atkinson@uplandsgcc.com)), by midday on 27<sup>th</sup> October 2017. Applications received after this time will not be considered.

**Please note** that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

# Applications

You can apply for this position online through the TES; alternatively please visit the vacancies page of our website ([www.uplandsgcc.com](http://www.uplandsgcc.com)). Applications should be returned to Mrs D. Atkinson, HR and Office Manager ([d.atkinson@uplandsgcc.com](mailto:d.atkinson@uplandsgcc.com)), by midday on 27<sup>th</sup> October 2017. Applications received after this time will not be considered.

**Please note** that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

General job descriptions for Teacher of Art and Design and Form Tutor are included in this pack.

## The position

The appointment will be from 1<sup>st</sup> January 2018, although there is the possibility it may be earlier. The successful candidate will be required to confirm their higher education qualifications and complete an online questionnaire regarding his or her health record. Appointment will be subject to references and enhanced DBS clearance.

Applicants should expect to be a Form Tutor, and be aware that at Uplands, appointments are made of teachers committed to the personal development of students, rather than simply demonstrating a specialist expertise.



# Good reasons to work at Uplands Community College

- We are a small school whose Head of Year system ensures every child is known. A Head of Year leads each year group, with overall responsibility for the academic and personal welfare of the students in that year. The Head of Year system encourages continuity of contact for parents and students, and develops a sense of identity for the student;
- As a community college, we have a central role to play in our local area, from forging excellent working relationships with our closest primary schools to supporting local charities and organisations and thereby instilling in young people an understanding of their role and responsibilities in a wider community;
- We have a focus on personalised CPD - staff drive their own development with colleagues. We offer a personalised programme for each member of staff where their objectives and learning goals are clearly defined. We run twilight sessions where Heads of Faculty respond directly to the requirements of their teams and we regularly have PGCE and Schools Direct students joining our faculties in order to gain experience and learn from the expertise of our teaching staff;
- We have close links with Hailsham, Uckfield, Chailey, Heathfield and Beacon schools in order to share ideas. We have a joint INSET day each year to allow staff to take part in collaborative learning and sharing best practice. Staff are encouraged to build relationships with their counterparts to allow for ongoing co-operation and support;
- We offer a diverse range of extra-curricular activities including trips to London and abroad, clubs, fixtures, the Duke of Edinburgh Award, our annual school production and the International Day of Languages, amongst others;
- We are able to offer additional responsibilities to colleagues, some with incentive allowances, and some with time. As a result, many have been internally promoted, including onto our Senior Leadership Team;
- Our Senior Leadership Team believes in the importance of supporting Teaching and Learning in a practical way, from offering support in lessons to operating an open door policy, so that they are accessible to all staff and students;
- The employment of cover supervisors and dedicated administrative staff ensure that teachers here at Uplands are able to use their non-contact time for planning, marking, and feedback;
- Staff have free use of the fitness suite situated in the well-equipped Sports Centre we have on site. The Sports Centre has a gym, studio, and two sports halls offering, among other things, Zumba, Spinning, Power Boxing and weights.



## Job Description – Teacher of Art and Design

| Responsible to   | Head of Arts   |
|--|--|
| <b>Key Responsibilities</b>                              | <ul style="list-style-type: none"> <li>• To carry out responsibilities of a subject teacher in accordance with National and LA Standards for Qualified Teachers;</li> <li>• To participate in and contribute fully to the arts faculty;</li> <li>• To ensure Uplands Community College's Safeguarding Policy is upheld;</li> <li>• To be a consistently 'good' or 'outstanding' teacher who meets the relevant set of professional standards for the specific pay point and participates fully in the appraisal process;</li> <li>• To have clear knowledge of the current arts curriculum;</li> <li>• Attend all arts faculty meetings and twilight workshops;</li> <li>• To ensure that all electronic class registers are taken promptly and accurately as required by law and effective safeguarding procedures.</li> </ul> <p>To monitor attendance and punctuality of students and take appropriate action to address any issues;</p> <ul style="list-style-type: none"> <li>• To contribute to the arts faculty resource bank of materials;</li> <li>• To plan and deliver lessons and assessments for each class;</li> <li>• To establish constructive working relationships with other members of staff;</li> <li>• To contribute to curriculum development within the faculty;</li> <li>• To communicate with parents and other stakeholders as appropriate;</li> <li>• To ensure appropriate work has been set and resources are available in the case of any absence.</li> </ul> |
| <b>Teaching, managing and assessing student learning</b> | <ul style="list-style-type: none"> <li>• To be able to teach arts at all key stages, from KS3 to KS5 and photography at Key Stages 4 and 5;</li> <li>• Set clear targets for student learning, building on prior attainment and considering each student as an individual;</li> <li>• Use appropriate behaviour management strategies and adhere to the Uplands Community College Behaviour Policy;</li> <li>• Highlight positive performance and behaviour and reward it appropriately;</li> <li>• Use teaching methods which engage students and ensure lessons have pace and variety;</li> <li>• Ensure the progress of every student within each lesson;</li> <li>• Monitor student's class and homework and provide appropriate feedback;</li> <li>• Ensure that assessment and progress data is submitted on time and that it informs teaching;</li> <li>• Ensure that each student understand how to improve and make progress;</li> <li>• Contribute to the college's aims, policies and practices including those in relation to safeguarding, behavior, conduct and bullying.</li> </ul>   |
| <b>Safeguarding</b>                                      | <ul style="list-style-type: none"> <li>• An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.</li> </ul>  |

## Person Specification – Teacher of Art and Design

|  | Essential  | Desirable  |
|--|--|--|
| <b>Qualifications</b>                    | <ul style="list-style-type: none"> <li>Honours degree or equivalent in art and design or a related subject;</li> <li>Qualified teacher status.</li> </ul>  | <ul style="list-style-type: none"> <li>Evidence of further professional development/ study.</li> </ul>   |
| <b>Experience</b>                        | <ul style="list-style-type: none"> <li>Successful arts teaching experience throughout the secondary age range, including Key Stage 5;</li> </ul>   | <ul style="list-style-type: none"> <li>A proven record of outstanding classroom practice;</li> <li>Contribution to extra-curricular activities.</li> </ul> |
| <b>Professional knowledge and skills</b> | <ul style="list-style-type: none"> <li>A thorough knowledge of the current and National Curriculum in mathematics;</li> <li>A balanced programme of relevant INSET in the last three years;</li> <li>An understanding of the needs of students across the ability range;</li> <li>The ability to inspire and enthuse students using a range of teaching and learning strategies for effective delivery;</li> <li>An understanding of the criteria employed in determining student progress in the subject;</li> <li>The ability to use ICT to enhance learning and aid teaching;</li> <li>Excellent communication skills; written and oral;</li> <li>Proven organisational abilities.</li> </ul> | <ul style="list-style-type: none"> <li>Ability to teach a second subject.</li> </ul>   |
| <b>Personal qualities</b>                | <ul style="list-style-type: none"> <li>A passion for arts and the ability to inspire others to share it;</li> <li>A genuine desire to provide the best education for students;</li> <li>Enthusiastic, perceptive and fair;</li> <li>A commitment to the ethos and values of Uplands Community College;</li> <li>Good organisational skills;</li> <li>Ability to both support and challenge students.</li> </ul>  |  |
| <b>Communication skills</b>              | <ul style="list-style-type: none"> <li>Ability to foster and maintain good working relationships with staff and students;</li> <li>A commitment to your own professional development;</li> <li>Ability to work collaboratively as well as independently;</li> <li>Respect for the professional expertise of others;</li> <li>The ability to prioritise, plan and react.</li> </ul>   |  |

## Job Description – Form Tutor

|                         |   |
|-------------------------|---|
| <b>Accountabilities</b> | <ul style="list-style-type: none"><li>• To monitor progress and set targets for academic progress and behaviour so that under-performing students are identified and action is initiated;</li><li>• To guide and mentor students identified in conjunction with the Head of Year so that targeted, measurable and significant improvement is secured;</li><li>• To ensure regular high quality and frequent communication between the school and home so that parents are involved and students' attitude to learning is maximised;</li><li>• To organise a daily tutorial session so that students feel secure and confident to face their learning experiences;</li><li>• To deliver a high quality tutorial programme built around the PLTS and SEAL aspects of the New Curriculum.</li></ul>  |
| <b>Responsibilities</b> | <ul style="list-style-type: none"><li>• The Form Tutor will act as the first interface between school, home and the student and such other agencies as may be required, helping and advising as appropriate;</li><li>• Monitoring the academic progress of all students in your Tutor group, acting as their mentor and supporting them in the setting of targets;</li><li>• Supporting the students in your Tutor group in the growth of their social, behavioural and personal development through the delivery of the tutorial programme;</li><li>• Responding to students' achievement and behaviour points and other relevant information;</li><li>• Checking students' homework submission on Show My Homework and following through any issues as appropriate;</li><li>• Checking students' Conduct Cards and following through any issues in line with the policy;</li><li>• Registering students (AM and PM sessions) and accompanying them to assembly;</li><li>• Alerting appropriate staff to problems experienced by individual students and making recommendations as to how these may be resolved;</li><li>• Attending Tutor meetings and contributing to the development of your pastoral team;</li><li>• Maintaining the form base in good order;</li><li>• Advising the SENCO of any students who might require more focused attention;</li><li>• Contributing to the preparation of references and UCAS forms as required;</li><li>• Complying with any reasonable requests from the Headteacher or manager not specified in this job description.</li></ul> |