# ART PRIMARY & SECONDARY TEACHER JOB DESCRIPTION

| Job Title: | Art Primary & Secondary Teacher |
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## Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages co-operation and challenge, whilst valuing the contribution that individuals make to the success of the Department.

## Duties and Responsibilities

**Overall Responsibilities**

- Encourage high standards in all aspects of school life, particularly in student progress
- Contribute to the effective and efficient running of the School
- Promote a School culture which is positive, purposeful and professional
- Support and motivate students, teachers and other School employees
- Encourage consultation, review and improvement

**Teaching and Learning**

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Phase Leaders and Learning Support Department where a student may have special educational needs and with the class teacher or form tutor if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to studying and build productive relationships with students
- Set homework which is appropriate to the student's ability and their wider workload, following School policy
- Assess student's work accurately and regularly, giving thoughtful and meaningful feedback
- Promote high standards of organisation
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Improve, update and maintain materials and resources as needed
- Complete written assessments and reports according to guidelines and deadlines

**Responsibilities to Parents**

- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications

- Assess, record and monitor the progress of all students according to faculty guidelines to provide accurate information to parents as required

**Responsibilities to the Department and School**

- Respect the needs of colleagues regarding co-operation, collegiality, deadlines and team cohesion
- Participate positively in departmental meetings, follow policies and contribute to making an effective and efficient department
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Take part in and contribute to department and whole School INSET activities
- Enthusiastically contribute cross-curricular links and initiatives and Leadership in Action activities
- Be involved in new responsibilities within the department as part of an on-going process of professional development
- Keep up to date with developments in the Subject, and in education generally

**Other Responsibilities**

- Undertake other reasonable duties as requested by the Phase Leader or members of the Senior Leadership Team
- Any duties that the Principal deems necessary for the effective operation of the School

## Required Qualifications, Knowledge, Skills and Personal Qualities

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Familiarity with the National Curriculum of England (plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

**Aptitude or experience in the following areas would be an advantage**

- Experience in teaching both high achieving and less able students at *Key Stage 3, IGCSE level and AS/A2 level*; the ability to extend able students and scaffold to enable students at a lower starting point to access and enjoy art lessons
- Commitment to dialogical feedback and ensuring learners benefit from a wide range of feedback
- Willingness to analyse learning outcomes during and after learning episodes and use this to plan differentiated inputs to lessons
- Ability to identify individuals in need of support and a commitment to offering significant extra support outside of lesson time to ensure all students reach their potential
- Willingness to share practice with colleagues and take an active approach to developing professionally by learning from other colleagues
- Experience of using creative approaches in the classroom, including the use of new technologies to support learning
- Willingness to take part in subject-related extracurricular activities

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.