



Application pack for Teacher of Art & Design





September 2019

Dear Applicant,

This is a key time in the development of Shaftesbury School and we are looking for a Teacher of Art and Design to join our Department in leading performance in the school to the next level.

We are delighted that we have been judged by Ofsted as being "Good" in all categories, with the inspectors expecting the school to be "Outstanding" at its next inspection. This is a very exciting time to be considering Shaftesbury School as your next teaching post.

As a school we have three words that describe our ethos, "Aspiration", "Action" and "Achievement" and all of these are underpinned by a positive "Attitude to Learning". The staff at our school are a dedicated and hard working group of people who are committed to getting the best from the students they teach. You will be joining an English team that have a wealth of experience and a real desire to see results improve year on year.

Shaftesbury School is a great place to work with students of whom we are very proud. The students come from the town of Shaftesbury and the surrounding area. The school itself is set on the edge of the town, on the A350, close to the A303 and within easy commuting distance of the south coast of England, Bath, Salisbury, Yeovil or beyond.

As leaders recruiting staff is a great opportunity to develop our staff and we are keen to make sure that we get the very best person for the job. The interview process will be designed to help us achieve this. We are looking for someone with a real passion to see English improve in the school and who can make substantial and sustained contribution to the department and beyond.

We look forward to reading your application and we will contact all applicants following shortlisting.

Yours sincerely

Tim Farrer
Headteacher

JOB DESCRIPTION: Teacher of Art and Design

Part I

General:

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

Part II

1. **Name:**
2. **Post:** Teacher of Art and Design
3. **Scale:** NQT/MPS/UPS

4. **The purpose of the Job:**

To contribute to the teaching and other work of Art and Design within the School.

5. **Relationships:**

The post holder:-

- 5.1 is ultimately responsible to the Principal in all matters and through the appropriate Vice Principal, Head of Department and Head of House for academic and pastoral matters within a given tutor team;
- 5.2 interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the subjects in the school curriculum and cross-curricular links, encouraging development and improving the quality of teaching and learning in the School.

6. **Key Tasks:**

- 6.1 To teach Art and Design and, if necessary, subsidiary subjects for which qualified to teach, and to participate in the development of appropriate syllabuses, materials and schemes of work in these subject areas, attending team meetings as necessary.
- 6.2 To control and oversee the use of and storage of books, stationery and other teaching materials related to their teaching and ensuring that relevant Health and Safety Regulations are observed.
- 6.3 To carry out a share of supervisory duties in accordance with published rosters or as detailed by the Principal.
- 6.4 To participate in appropriate meetings with colleagues and parents as required in respect of duties connected with the post.
- 6.5 To keep abreast of trends and developments in education, relevant to the post.
- 6.6 To undertake other tasks/responsibilities specific to the post holder's subject area or work.
7. To assist the Head of House in his/her work through delegated key tasks and carry out the duties of a group tutor (if required) in respect of the students in the tutor group to include:-
 - (i) the maintenance of discipline and acceptable standards of conduct and appearance of students;
 - (ii) the establishment of rapport with students to develop their social and academic potential and be a main source of reference for their problems;
 - (iii) the marking of the tutor group register (a legal document), ensuring that all information therein is kept up to date and that absences and lateness are accounted for and taking appropriate action where they are not;
 - (iv) the compilation of reports and references on the students as required, the maintenance of and conversance with the contents of the tutor group's students' files;
 - (v) the monitoring of homework, student planners and the academic progress of students;
 - (vi) the effective use of mentoring and tutor periods through activities/tutoring, supervising movement to and from assemblies with the tutor group, and attending tutor team meetings and briefings

- (vii) The postholder will be responsible for promoting and safeguarding the welfare of children and young people that they are responsible for/come into contact with, in accordance with the school's safeguarding and child protection policy.
8. The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time in accordance with the School's published time budget policy, and have regard to Section 67 of a Teacher's Conditions of Employment.
9. The job description is **NOT** necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment after consultation with the post holder.

Signed _____ Date _____
(Post holder)

Signed _____ Date _____
(CEO)