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West Bridgford  
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NG2 7FA

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## The West Bridgford School

**Mr R McDonough** MA B.ED (Hons)  
Principal  
**Mr T Peacock** B.Sc (Hons)  
Head of School

09<sup>th</sup> January 2019

Dear Applicant,

**Re: Head of Creative Design Department**

Thank you for your interest in the above post. The Governors are seeking to appoint a Head of Creative Design.

Enclosed with this letter are the following:

Copy of the Advertisement  
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon Wednesday 23rd January 2019.

Yours sincerely,

HR Department



## The West Bridgford School

Loughborough Road, West Bridgford,  
Nottingham, NG2 7FA

Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

Email: [vacancies@wbs.school](mailto:vacancies@wbs.school)

Secondary roll: 1647 including 373 in the sixth form

Part of the East Midlands Education Trust



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### HEAD OF CREATIVE DESIGN DEPARTMENT

FOR SEPTEMBER 2019

**Salary: Dependent on Experience £23,719 to £39,406 plus TLR 1A (£7,853)**

The West Bridgford School has a unique opportunity for an enthusiastic and ambitious Teacher of Art to join and lead an outstanding department, in a high-performing and over-subscribed school.

The person we are seeking will be an outstanding teacher across the ability and age range, able to promote innovation in teaching and learning and work in a supportive way with colleagues. It is essential that the successful candidate has experience teaching Art to both GCSE and 'A' Level standard. The Creative Design Department teaches a suite of design-led subjects such as Art, Photography, Product Design and Engineering. They will, enjoy a high degree of autonomy when working with the Senior Management team in moving the department even further forward.

We are offering excellent professional development opportunities, the chance to work as part of a team committed to continuous improvement, a positive learning ethos with all abilities of students and the opportunity to teach A Level's across the department.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at [www.wbs.school/vacancies](http://www.wbs.school/vacancies) or email [vacancies@wbs.school](mailto:vacancies@wbs.school). Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

**Closing date for applications is 12 noon on Wednesday 23<sup>rd</sup> January 2019**



**The West Bridgford School**

**HEAD OF  
CREATIVE DESIGN DEPARTMENT**



The Governors are seeking a dynamic and experienced teacher of Art and Design to lead a team of 7 experienced teachers, in the 'Creative Design Department'. This area of the school was created through the amalgamation of the existing Art Department and the Design Technology Department in 2015. The vision for the new department was to create a 'design-led' ethos that drew on the strengths from both strands. The colleagues in the Creative Design Department increasingly teach across all areas of the curriculum.

Art at the West Bridgford School is a popular and a high achieving subject and is housed in a self-contained suite of three teaching rooms, a post-16 studios, and a developing ICT and Textiles area. There are also two kilns. Pupils are disciplined and well motivated. Art is taught to all pupils at KS3 and there are normally two or three classes in each of the years of KS4. GCSE Photography is also now firmly embedded in the department offer, with a dedicated Photography room with built-in studio, powerful computers, and a full license for the Adobe Creative Suite. The department has a thriving Post-16 with around 15-20 students studying Art at A Level, and a successful A Level Photography group. Most of these students proceed to pursue Art or Design-based courses in Higher Education.

At KS3 all aspects of the Art curriculum are covered, including 2D and 3D work as well as ceramics and textiles. At KS4 pupils follow an OCR unendorsed GCSE course which includes painting, drawing, printing, ceramics and textiles, whilst at KS5 students take an OCR Fine Art course.

Design Technology has a long history of success at West Bridgford and for many years led many aspects of school life when it enjoyed 'Technology Specialist' designation. The department has specialist work-shops, kiln, electronics/engineering, food and textile areas, several of which have been recently refurbished. As well as teaching students across KS3 in a 'carousel', highlighting all aspects of the subject, the department offers Product Design, Engineering, Graphics and Food at KS4, as well as Product Design and Graphics at KS5. All subjects are with AQA, except Product Design with EDEXCEL.

Extra curricular activities are encouraged and regularly take place for all years. The department has a policy of displaying work throughout the school which is aiming to raise the profile of the department and the school.

The successful candidate must:

- a) have excellent teaching and managerial skills;
- b) be able to teach across the Art ability range up to and including A level;
- c) be able to develop an Art and Design curriculum which caters not only for the gifted and talented but also the less able;
- d) be able to develop robust self-evaluation procedures within the department and use effectively assessment data;
- e) be able to promote innovation in Teaching and Learning;
- f) develop the use of ICT within the department;

## Generic Job Description

<b>Post Title:</b>		<b>HEAD OF CURRICULUM AREA</b>
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>To be accountable for student progress and development within the subject area.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li> <li>To be accountable for leading, managing and developing the subject/curriculum area.</li> <li>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</li> </ul>
<b>Reporting to:</b>		Deputy Head Teaching & Learning
<b>Responsible for:</b>		Subject Managers, teaching staff and other relevant personnel within the department.
<b>Liaising with:</b>		Head/Deputies, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.
<b>Disclosure level</b>		Enhanced
<b>MAIN (CORE) DUTIES</b>		
<b>Operational/ Strategic Planning</b>		<ul style="list-style-type: none"> <li>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>To actively monitor and follow up student progress</li> <li>To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</li> <li>To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the School.</li> <li>In conjunction with the Director of ICT to foster and oversee the application of I.C.T. in your subject area, including the development of materials for Open Learning.</li> <li>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-</li> </ul>

		line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>• To liaise with the Deputy Head Teaching &amp; Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> <li>• To be accountable for the development and delivery of your subject area.</li> </ul>
<b>Curriculum Development:</b>		<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Deputy Head Teaching &amp; Learning to maintain accreditation with the relevant examination and validating bodies.</li> <li>• To be responsible for the development of Key Skills.</li> <li>• To ensure that the development of your subject is in line with national developments.</li> </ul>
<b>Staffing</b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>		<ul style="list-style-type: none"> <li>• To work with the Deputy Head Teaching &amp; Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of the Department's technicians/support staff.</li> <li>• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul>
<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>• To contribute to the School procedures for lesson observation.</li> <li>• To implement School quality procedures and to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the Department's quality procedures meet the</li> </ul>

		requirements of Self Evaluation and the Strategic Plan.
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the relevant Deputy, to manage the Department's collection of data.</li> <li>• To provide the Governing Body with relevant information relating to the Departmental performance and development.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> <li>• To represent the Departments views and interests.</li> </ul>
<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>		<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Deputy Head Teaching &amp; Learning in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System:</b>		<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the department.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.</li> <li>• To contribute to PSHCE, citizenship and enterprise according to school policy.</li> <li>• To ensure the Behaviour Management system is implemented in</li> </ul>

		<p>the department so that effective learning can take place.</p> <ul style="list-style-type: none"> <li>• To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.</li> </ul>
<b>Teaching:</b>		<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>		<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>
<b>Other Specific Duties:</b>		
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Date: March 2012