**SWANBOURNE HOUSE**

**JOB DESCRIPTION**

**Teacher of Art**

Date of appointment: **January 2022 or April 2022**

**The Role**: The Teacher of Art is responsible to the Head via the Director of the Arts for the efficient coordination, running, development and performance of the Art Department and the effective teaching and learning and promotion of the Art Department to pupils and parents.

**Reporting**: The Teacher of Art will report to the Director of the Arts who reports in turn to the Deputy Head (Director of Teaching and Learning).

**Responsibilities:**

**Leadership of Teaching and Learning:**

* To have high expectations of all pupils studying Art whilst taking into account the ability range of the pupils; to differentiate work for more able and less able pupils according to their needs.
* To be capable of delivering dynamic and effective lessons to the full age and ability range of pupils at Swanbourne in a friendly and supportive way.
* To plan and deliver the PSB Curriculum for Art.
* Have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school.
* Make a positive contribution to the efficient running of the Expressive Arts Department, including organising for pupils work to be displayed throughout the school, attending departmental meetings and undertaking other tasks as delegated by the Director of the Arts
* Enhance the quality of teaching and learning in the Art Department sharing resources and good practice, lesson observation, collaborative teaching and active participation in continuing professional development.
* Make effective use of ICT to support learning and promote independent learning within your subject.
* Take responsibility for all resources within your classroom and ensure any books/ equipment given to pupils are returned in a reasonable state.
* Take responsibility for the behaviour of students in your lessons and seek support with any pupils causing concern.
* Utilise rewards to promote positive attitudes and apply sanctions as and when necessary in line with the school’s behaviour policy.
* Ensure that the literacy and numeracy strands are incorporated into your lessons, if appropriate.
* Play an active role in the extra-curricular life of the Department, organising and contributing to off-timetable workshops, enrichment extension programmes, on-site exhibitions, off-site trips; Open Days and Senior School Scholarship preparation courses.
* To run Art clubs for pupils in the Lower, Middle and Upper Schools.
* To run an Art Scholarship mentoring group and to oversee the preparation of pupils for Art scholarship assessments at public school.
* To liaise with the Heads of Art of Senior Schools, as appropriate.
* To seek opportunities to promote the name of the school and the Art Department through events which show off the excellence of the department (including exhibitions in school and out of school)
* To maintain displays of pupils’ work and subject resources in the classroom
* To take part in organising and supervising educational visits to places that will stimulate and inspire an interest in Art and its many forms.
* Keep abreast of changes within your subject area.
* Comply with Health and Safety procedures at all times and ensure risk assessments are documented as and when required.
* Be committed to boarding life and willing to engage in a range of extra-curricular activities and the Saturday enrichment programme.

**Management** **of Teaching and Learning:**

* To take responsibility for the delivery and development of the Art Curriculum in Key Stages 1, 2 and 3.
* To be accountable to the Head and Deputy Head for the Art Curriculum and for the teaching of Art to pupils throughout the school.
* To liaise as needed with the Head of Lower School concerning the teaching of Art by class teachers in EYFS and Key Stage 1.
* To ensure all lessons are fully prepared, that learning objectives are made clear to pupils and that progress is measured.
* Ensure that all work is differentiated so that there are supportive mechanisms in place for SEND pupils and extension activities for AGT pupils and each child is treated as an individual.
* To attend Parents’ evenings as appropriate to discuss the children’s progress
* To write Progress Reports and subject reports at the end of the Autumn and Summer Terms
* To participate in INSET provided by the School during the period of employment
* To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
* To keep records of INSET attended
* To take a full and fair part in the Staff Duty Programme which includes Sunday duties once or twice a year
* To be part of the school’s Personal Tutor scheme
* To attend School assemblies and staff meetings.
* To make an active contribution to whole school events.
* Ensure that Art Technician is fully involved in your lessons and briefed beforehand as to what is expected of them.
* To bring to the attention of the Director of the Arts any difficulties which arise within the department
* Contribute fully to the Departmental Improvement Plan and Departmental policies.
* In consultation with the Director of the Arts, to keep, prepare and update the following departmental records:
  + The department policy document
  + The annual departmental review
  + The department financial requirements and records of how budget is spent
  + The scheme of work

**Monitoring and Evaluation of Teaching and Learning:**

* Ensure that pupils’ work is marked promptly and feedback is given to ensure that improvement can be made.
* Assess pupil performance against the targets of the PSB core skills on a regular basis and identify areas for development.
* Use Parents Evenings to ensure pupils / parents know what level they are working at and what they need to do to improve.
* Complete interim and full reports using iSAMS.

**Responsibilities as a Personal Tutor**

* To provide pastoral support and advice for pupils in the tutor group. Helping pupils to develop socially and academically. To encourage their involvement in all areas of school life including extra-curricular activities.
* To monitor pupils’ attendance and contact home when prolonged or unusual absences are unexplained
* Ensure the prompt receipt of letters from parents explaining absence
* Alert the Head of School to concerns over attendance and punctuality
* To monitor standards of appearance
* To Ensure that correct items of uniform are worn
* To Ensure that pupils are dressed correctly and smartly
* To monitor standards of behaviour, helping pupils to ensure that standards of behaviour are upheld at all times by encouraging pupils to follow the Swanbourne Way.
* To disseminate information ensuring that published communications from the School to home are effectively distributed and returns collected as necessary
* To make sure that pupils move promptly and quietly to assembly and Chapel on appropriate days and behave well during these and other formal School occasions
* To write pastoral reports on pupils in the tutor group. To collate and check pupils’ academic reports. To discuss progress grades. To write up all incidents involving tutees and inform relevant staff by email.
* To monitor the academic progress of all pupils in the tutor group, looking at the development of the whole child across the academic spectrum, using progress grades and standardised tests communicating concerns and discussing pupils regularly with the Deputy Head.
* To communicate with parents over their child’s academic progress and personal development regularly through the School’s reporting and parents evening system; building up a good relationship with the families of tutees which encourages informal contacts; in conjunction with other relevant staff, initiating meetings with parents to discuss their child’s academic progress or pastoral concerns
* To attend training provided by the school to improve professional pastoral skills.
* Refer any concerns regarding a pupil to the Designated Safeguarding Officer in line with our Child Protection policy.

**Beyond the Classroom**

To support the pupils use of the Art Department outside the classroom. Art and Art related topics are a regular feature across the wider school. All teachers at Swanbourne are expected to contribute fully to the extra-curricular life of the School.

**Safeguarding**

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

An enhanced DBS check is required for all post holders and successful applicants.