



SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	KS2 Co-ordinator and KS2 Teacher of Art
<b>Job Purpose:</b>	To inspire, encourage and empower our students to achieve their very best in the subject of Art across the Girls' and Boys' Preparatory Schools
<b>Reporting Line:</b>	Prep Schools Leadership Team, with support from the Senior School Director of Art
<b>Start Date:</b>	September 2021
<b>Tenure:</b>	Permanent, Full-time
<b>Salary:</b>	United Learning Pay Structure

### Key Responsibilities:

#### 1. Teaching and Learning

- To possess a deep and secure knowledge of the subject and the pedagogy associated with its teaching.
- To create a challenging and stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
- To support every pupil in his/her learning, making them feel included, secure and valued.
- To be consistent, fair and create an atmosphere of mutual trust and respect.
- To be aware of the learning needs of the pupils you teach and ensure that each pupil is given every opportunity to fulfil his/her potential.
- To monitor progress against prior attainment and employ effective intervention strategies when required.
- To follow develop long term plans in conjunction with the Head of Department for KS3.
- To plan Schemes of Work to coincide with the topics in KS2, consulting with KS2 class teacher.
- To promote and develop observational drawing skills; exploring a range of mediums and techniques.
- To develop long term plans focussing on the acquisition of key artist skills in conjunction with the Senior School Director of Art.
- To meet with the Director of Art regularly throughout the year to review pupil progress and celebrate outcomes.
- To share an understanding and appreciation of artists, designers and practitioners both historical and contemporary.
- To plan lessons carefully and keep a record of your planning.
- To undertake the preparation, marking and report writing, in line with the School policies, required to ensure that pupils achieve the highest possible standards.
- To be constantly developing resources.

#### 2. Pastoral

- To support colleagues as necessary and to work cooperatively as part of a team, attending all meetings and INSET.
- To undertake duties before, during and after school as required.
- To participate in co-curricular school activities including clubs and residential field trips.
- To attend school functions.



# SURBITON

## HIGH SCHOOL

- To be committed to the personal development of the pupils and take responsibility for their welfare and social well-being.
- To develop effective professional relationships with pupils, colleagues and parents.
- To keep the Heads of the Preparatory Schools fully informed of any significant developments concerning any pupil.

### 3. Values

- To conduct yourself in an appropriate professional manner at all times, supporting and fostering the aims and safeguarding policies of the School.
- To be aligned to the School's values and ethos by promoting the School's ethos of 'May Love Always Lead Us' and 'The Best in Everyone'.

### 4. Professional Development

- To contribute, as appropriate, to departmental policies, schemes of work, digital learning and other resources as well as development planning.
- To attend relevant CPD training each year.
- To participate in the annual performance review, appraisal and development programme.

### 5. General:

- To contribute to the organisation and running of co-curricular and enrichment activities for KS2.
- To uphold the School's code of conduct and the values of Surbiton High School.
- To maintain good order and discipline amongst pupils and be active in implementing the School's policies on rewards and sanctions.
- To attend formal parents' evenings and communicate with parents, at other times, as necessary.
- To attend staff and departmental meetings as required.
- To undertake supervisory duties as required.
- To work closely with other departments.
- To carry out any such duties as may be reasonably requested by the Principal.



# SURBITON

HIGH SCHOOL

## Person Specification

**The successful candidate will be likely to fit the following profile:**

### Qualifications

- Good Honours degree
- A postgraduate teaching qualification (QTS desirable but not essential)
- Evidence of further relevant professional development would be an advantage
- Applications from Primary trained teachers welcome

### Skills

- The ability to inspire, motivate and support pupils and colleagues
- Have a vision for and the ability to translate the Surbiton High School strategy into reality
- The ability to work in a leadership team in a successful and dynamic School
- Excellent organisational, administrative and ICT skills

### Experience

- Experience of teaching Key Stage 2
- A proven track record of delivering on academic performance
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of leading and collaborating with colleagues
- To continue to practice your own art

### Knowledge

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

### Personal Qualities

- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour

### Attitudes

- A team player with leadership qualities
- A reflective and flexible approach with the ability to think creatively and imaginatively
- Organized and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Committed to Surbiton High School's ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to representing the strategic vision for the School
- Ambitious and aspirational for oneself and for the School
- Committed to professional development and show a willingness to undertake appropriate training



# SURBITON

HIGH SCHOOL

## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**8:00am, Monday 1 March 2021**

**Interviews to be held week commencing:**

**1 March 2021**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.*

*For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1610 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one school of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



# SURBITON

HIGH SCHOOL

## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*