Academy
Transformation
Trust

Head of Art

Application Pack

The Dukeries Academy,
New Ollerton, Nottinghamshire

Improving Education Together.

Contents

The Dukeries Academy, New Ollerton, Nottinghamshire

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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.
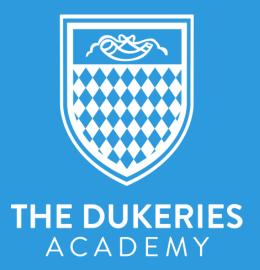
02. The Dukeries Academy Information

The Dukeries Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in October 2016, at The Dukeries Academy, we provide a high quality environment to support learning and personal growth.

Our ambition is to stimulate success and academic achievement through a diverse curriculum coupled with an outstanding and nationally recognised reputation for student support and community involvement.

Our teaching methods will provide a firm foundation for our pupils learning, while giving them the opportunity to explore and to find out who they are and what they want to do. We are passionate about innovative teaching, whether through IT, varied teaching methods or community involvement. This is a world-class education.

Our aim is to broaden horizons by educating the whole person and providing the environment for families to learn and grow together. To support this we also offer an extensive range of further education courses.

To find out more, please visit www.dukeries.attrust.org.uk.

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03. Job Description
Head of Art, Secondary Academy

Job Purpose:

Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.

To be accountable for student progress and development within the subject area.

To develop and enhance the teaching practice of others.

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 Academy and the curricular policies.

To be accountable for leading, managing and developing the curriculum area.

To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.

Key responsibilities are:

➢ **Teaching**

> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

> To plan, prepare and deliver stimulating lessons that are challenging, engaging and have high expectations of all students.

> To be responsible for long, medium and short term planning that is based on the National Curriculum (England) and that maximises levels of attainment.

> To set high expectations for student behaviour and establish a clear framework that creates an effective learning environment in accordance with the academy's behaviour policy.

> To model best practice in terms of teaching, learning, marking and assessment that motivates and inspires students, equipping them with the knowledge and skills needed to achieve at the highest levels.

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> To coordinate, monitor and assess the achievement of students and to record and report the development, progress and attainment of students in Design Technology and ICT in accordance with the Trust and academy's assessment policies.to student needs and demands of the syllabus.

> To promote high standards of numeracy, literacy and oracy in the teaching and learning experience of students.

> To demonstrate effective use of current technology to enhance teaching and learning and for the purposes of management.

> To implement the SEN Code of Practice.

> To seek to provide all students with high levels of confidence and competence and a lasting interest in their learning.

➢ Operational / Strategic Planning

> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
> To be responsible for the day-to-day management, control and operation of course provision within the Department, including effective deployment of staff and physical resources.
> To monitor actively and follow up student progress.
> To implement Academy policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
> 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 Academy.
> 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, the Departmental SEF and DIP and the aims and objectives of the Academy.
> In conjunction with the Head of ICT to foster and oversee the application of I.C.T. in Art, including the development of materials for Personalised Learning.
> To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

➢ Curriculum Provision

> To liaise with the Assistant Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan and Academy Evaluation.
> To be accountable for the development and delivery of Art subjects.

➢ Curriculum Development

> To lead curriculum development for the whole Department.
> To keep up to date with national developments in the subject area and teaching practice and methodology.
> To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
> To liaise with the Assistant Principal to maintain accreditation with the relevant examination and validating bodies.
> To be responsible for the development of Key Skills in Art.
> To ensure that the development of Art is in line with national developments.

➢ Staffing

> To work with the CPD & Appraisal Officer to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
> To continue own professional development as agreed with Reviewer.
> To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
> To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Coordinator to secure appropriate cover within the Department.
> To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with Academy procedures.
> To promote teamwork and to motivate staff to ensure effective working relations.
> To participate in the Academy's ITT programme.
> To be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.

➢ Quality Assurance

> To ensure the effective operation of quality control systems.
> To establish the process of the setting of targets within the Department and to work towards their achievement.
> 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.
> To contribute to the Academy procedures for lesson observation.
> To implement Academy quality procedures and to ensure adherence to those within the Department.
> To monitor and evaluate the curriculum area/department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
> To seek/implement modification and improvement where required.
> To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

➢ Management Information

> To ensure the maintenance of accurate and up-to-date information concerning the Department on the management information system.
> To make use of analysis and evaluate performance data provided.
> 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.
> To produce reports within the quality assurance cycle for the curriculum area.
> To produce reports on examination performance, including the use of value-added data.
> In conjunction with the relevant member of the Leadership team, to manage the Department's collection of data.
> To provide the Governing Body with relevant information relating to the Departmental performance and development.

➢ Communications and Liaisons

> To ensure that all members of the Department are familiar with its aims and objectives.
> To ensure effective communication/consultation as appropriate with the parents of students.
> To liaise with partner Academies, Higher Education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
> To represent the Department's views and interests.
> To contribute to the planning and delivery of Academy liaison activities.
> To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in Academy, partner schools and the wider community.
> To promote actively the development of effective subject links with external agencies.

➢ Management of Resources

> 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.
> To work with the Assistant Principal in order that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
> To co-operate with other Departments to ensure a sharing and effective usage of resources to the benefit of the Academy and the students.

➢ Pastoral System

> To monitor and support the overall progress and development of students within the Department.
> 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.

> To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
> To contribute to citizenship and enterprise education according to Academy policy.
> To ensure the Behaviour Management system is implemented in the Department so that effective learning can take place.

➢ Academy Ethos

> To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

> Support the Academy in meeting its responsibilities for assemblies.

> To promote actively the Academy's corporate policies.

> To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

04. Person Specification

Head of Art,

Secondary Academy

	Essential	Desirable
Education & Training	• DfE recognised Qualified Teacher Status • Subject Specialist	• Good honours degree • Evidence of CPD training courses relevant to the position. • Middle Leadership CPD
Experience	• Successful teaching experience of all abilities in 11 – 18 age range • Experience of effective management of student behaviour • Successful experience of leading department initiatives • Experience in the use of ICT as a teaching and learning tool	• Proven track record in raising standards and improving the quality of T&L. • Planning, monitoring and evaluation of practice to improve practice. • Experience in liaising with other schools/agencies in order to develop partnerships. • Successful educational leadership experience of staff and the curriculum
Knowledge & Skills	• Ability to teach Art to GCSE and A-level • How to use data and information to effect improvement • An awareness of the full range of Equal Opportunities issues • Interest & enthusiasm for the full range of Art studies and educational developments • Can lead, motivate, enthuse and inspire staff and students and win the confidence of students • Can plan, organise and delegate effectively	• An awareness of the issues related to Literacy Across the Curriculum • Awareness of new specifications for GCSE. • An awareness of teaching for life without levels. • Understanding of National changes in education and how these impact on practice. • To have a full working knowledge of SIMS/SISRA • Ability to improve literacy across the academy • Ability to develop ICT as a strand in Art

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	• A commitment to making a positive contribution to the whole school community • Is a reflective practitioner, motivated and ambitious • Believes passionately that every student can succeed • Willingness to develop new skills and consider new approaches to teaching and learning • Commitment to community education and lifelong learning	

05. How to apply

The Dukeries Academy, New Ollerton, Nottinghamshire

Salary:
MPS / UPS
TLR: £4,397

Closing date:
Friday 13 October 2017, Midday

Interviews:
TBC

Start Date:
January 2018

Visits to the school:
For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please call the academy on 01623 860545.

Applying
Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

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Forward as one.

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