



THE MAGNA CARTA SCHOOL



Our school is a safe, caring and happy place where each day offers new challenges that allow us to flourish and achieve our best

Candidate Brief

Head of Art



Unity Schools Trust
'Excellence through collaboration'



Dear Applicant

Head of Art

Thank you for showing an interest in the Head of Art post at The Magna Carta School.

The most important decision you will make as a teacher is finding the school which provides for your support, guidance and career progression.

High quality learning and teaching is at the heart of everything we do at The Magna Carta School. We believe that it is the quality of our teachers that produce the excellent outcomes for the students in our care, supported by our pastoral and support staff teams.

The Magna Carta School is a high achieving school of 1,250 students between the ages of 11 and 16. We are proud of our history of success and our reputation in the local community. The school is well known as a place of excellence and we are very proud of our academic, sporting, artistic and community achievements. Last year our students broke all records when 69% achieved 5+ A*-C/9-4 including Maths and English.

As a founder member of the Unity Schools Trust and the 2015 Learning Partnership, we are determined to enhance lives for young people across this area of Surrey. This partnership of high achieving schools provides the opportunity to share best practice with a wide range of like-minded colleagues.

I invite you to visit our school and see for yourself the opportunities which are open to you.

The closing date for this post is **Wednesday 5 September 2018 at 12 noon**. Interviews will take place on **Wednesday 12 September 2018** or as soon as possible thereafter although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact Mrs Rebecca Daniels, HR Manager at vacancies@unityschoolstrust.co.uk if you wish to arrange a visit to the school prior to interview.

Yours faithfully

Dr Kathy Janzan
Head of School



Why Work With Us?

At The Magna Carta School, we are justifiably proud of our achievements. We are truly dedicated to the community that we serve and recognise every young person as an individual who has their own special talent which needs to be nurtured. We encourage every student to be the best they can be and as a staff work hard to create a learning environment that is not only stimulating and celebratory but also, most importantly, meets the needs of every young person in our care. By maintaining a culture and ethos in the school that is reflected by our school motto: Respect...Learn...Aspire...Achieve, we are encouraging students to become self-assured, considerate, and understand their role in society and the rights and responsibilities that this brings.

We recognise that to be successful, students must feel safe and cared for and know their goals: our Pastoral Leads, Progress Leads, Tutors and the Wellbeing Team understand and support the students in their care extremely well.

We are proud to be among the top 25% of schools nationally in terms of student progress. Our curriculum design provides choice which allows young people to engage and enjoy their learning as well as participate in a wide range of extracurricular activities. Our students continue to achieve impressive GCSE results, and progress on to further education, apprenticeships and the work place.

In a rapidly changing world in which our young people are presented with many exciting opportunities, our staff are dedicated to preparing our students for the challenges ahead. We want them to become independent thinkers, develop resilience and make positive contributions to our community.

Our commitment to continuous improvement means that we have a systematic approach to attracting, training and retaining the highest quality teachers and support staff, all of whom want to create the best possible opportunities for the students to succeed. We believe that student success not only depends on what the school provides but also on the quality of relationships between the home and our school. To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

Hopefully you have an impression of the positive vision and ethos of our school and believe that we are a school that would provide you with the support and challenge to become the outstanding teacher you desire to be.

If you want to work in a school where the staff are the most valuable asset, believe that learning and teaching is the best job in the world and you have much to contribute, want to become outstanding and be part of a team who have a 'growth mindset' and believe learning is for life – then look no further!!



What We Are Looking For

Join The Magna Carta School and you will have the opportunity to work with a team of committed teachers and support staff who have the young person's best interests at heart.

We have a unique approach to learning, in that we believe that every young person and adult must develop a Growth Mindset, which we embed alongside our core values of Respect ... Learn ... Aspire ... Achieve. Through this we believe that we can develop our mastery of knowledge, skills and behaviours through dedication and hard work – talent is only a starting point!

We are looking for passionate, enthusiastic teachers who will:

- Engage and enthuse students through a commitment to quality learning;
- Contribute to the further development of a strong and forward looking team;
- Be innovative in their techniques to motivate learners;
- Be able to make positive relationships with students, staff and parents alike.

When you join our team you can expect an exceptional breadth of experience and a steep learning curve. You can be certain that we will heavily invest in your professional development, offer you a competitive reward package and give you a chance to progress in your career.

Contact Us

For more information please contact the school office on 01784 454320 between 8.00am and 4.30pm or email vacancies @unityschoolstrust.co.uk.

The school is located at Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ.



The Recruitment Package

- Employment from 1 July (including Summer holiday) for NQTs
- A dedicated, experienced mentor, timetabled mentor meetings, support of a senior mentor and bespoke training budget for NQTs
- A subject buddy to ensure smooth transition to our school for experienced staff
- Support to find appropriate accommodation
- On-site gym membership
- Loan of a laptop/tablet computer, for use whilst employed at the school
- Calendared professional development meetings
- Leadership development opportunities through our multi-academy trust and 2015 Learning Partnership with Bishop David Brown School, Collingwood College, Winston Churchill School and Kings International
- Additional enhanced benefits

Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- [Physiotherapy](#)
- [Online Health Management System](#)
- [Relationship and Stress Counselling](#)
- [Medical Treatments for a range of conditions](#)

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.



“Teachers who are new to the profession feel very well supported. One such teacher described the school as ‘an excellent place to start my career’”

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A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential.

In addition to salary, you may also receive a range of benefits including:

- Teaching and learning responsibility (TLR) payments – additional money if you take on additional responsibilities
- teachers' pension – the second largest public sector pension scheme in the country
- holidays – more days than many people in other professions, though teachers work for 195 days per year in school, and do some work during the holidays

Progression

Teaching is a rewarding profession in more ways than one. There are fantastic career prospects and development opportunities that we can offer at our school and Trust.

Management and Leadership Responsibilities

There are a number of ways in which you can progress in your career, either within the classroom or in a leadership role.

You can move up and across the management structure to gain responsibility for:

- a particular subject as Head of Department or Faculty
- Pastoral Lead for a Year Group
- Progress Lead for a Year Group
- A particular area such as special educational needs or pastoral care (ie personal guidance)

Ultimately you could progress to a senior management position such as Deputy or Assistant Head and, of course, Head of School! We are very committed to support you in your desired career pathway.

Teaching at The Magna Carta School

“The best part of working at The Magna Carta School is the team ethos amongst the staff. In both faculties and across subject specialities there is a real camaraderie that makes you feel like you are part of a wider team. Working as a pastoral team across year groups as well as across subjects also helps to foster a caring working environment for staff.

The way the staff really care about the students is also very evident in everyday life at TMCS. From discussion about “seeing the story behind the data” to the supportive nature of the house system and progress leadership it is clear to see that getting the students to achieve their best is at the centre of everything we do here – it’s not only about “good grades” it’s about the wider achievement of students and their progression throughout the school”.

Teacher of English



Where Are We Located?

Rail

The Magna Carta School is located between Egham and Staines train station. From each station it is a 10-15 minute bus journey and a short car journey from the stations. Staines railway station is on the Waterloo to Reading line. The average journey time between London Waterloo and Staines is 35 minutes. On an average weekday there are 84 trains per day travelling from London Waterloo to Staines.

Bus

Bus routes 305, 71 and 446 all stop outside the school. These can be picked up from outside the station.

Car Parking

The Magna Carta School has parking onsite, which is available upon request for candidates. If you wish to drive please contact us to arrange a space.

Local Area

Runnymede is a water-meadow alongside the River Thames in the English county of Surrey, and just over 20 miles (32km) west of central London. It is notable for its association with the sealing of Magna Carta, and as a consequence is, with its adjoining hillside, the site of memorials.

Windsor Great Park, the only Royal Park managed by the Crown Estate, was once part of a vast Norman hunting forest which was enclosed in the late 13th century. The 2,020 hectares (5,000 acres) of parkland, which includes a deer park, is a varied landscape of formal avenues, gardens, woodland and open grassland. The antiquity of the landscape is enhanced by the scattering of great ancient oaks for which the Great Park and its forest are renowned. The Great Park is an ever more popular destination for recreational activity, with close to three million people visiting every year to run, walk or ride.

Thorpe Park is a theme park between the towns of Chertsey and Staines. The park is mainly geared towards a young adult/teenage audience due to the vast majority of signature attractions being roller coasters and thrill rides.

Theatre Royal, Windsor, a diverse range of shows from live music acts to dramatic theatre, plus a picture house cinema.

PureGym Staines is proud to offer members access to all the essential exercise equipment, a timetable of free fitness classes and a team of experienced personal trainers with bags of motivation.

Spelthorne Leisure Centre can be found in the heart of Staines-upon-Thames in Middlesex. Everyone Active is one of the UK's leading activity brands, whose mission is to be everyone's first choice for activity.

Interview Process

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

Those shortlisted will take part in an in-depth process that will include an interview, teaching a lesson and a school tour.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.



“Staff are hugely positive about the school.”

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The Magna Carta School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 07692130. The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ

Job Description

Job Title: Head of Art

Reporting to: Head of School

Job Purpose

The Head of Art has a responsibility to foster a love of, and raising the profile of, Art throughout the school. They will ensure high standards of teaching, learning and achievement and creatively develop the Art curriculum.

The duties detailed in this job description provide a summary of the main areas of responsibility and should be read in association with the current teachers' pay and conditions document, and in the context of professional standards for teachers.

Key Responsibilities:

Policy/Strategic direction and development

- a. Contribute to whole school policy-making and strategic planning as required by the Head of School.
- b. Advise the Assistant Head -Teaching and Learning on educational developments relevant to the School and the Art curriculum.
- c. Prepare, monitor and update annual departmental review in consultation with colleagues.
- d. Take the lead in ensuring that School policies and strategies are embedded in schemes of work and departmental plans.

Leadership and management of others

- a. Lead the department, inducting, developing, deploying, motivating and appraising staff to ensure that they have clear expectations of their roles, and that high standards are achieved and maintained.
- a. Where appropriate chair regular Art Department meetings and ensure that they are used effectively to review performance across the department and to share and develop ideas.
- b. Encourage members of the department to develop their leadership potential and to share and develop new ideas.
- c. Manage day to day administrative requirements such as examination entry and departmental timetables, ensuring accurate records are kept and delegating as appropriate to ensure the efficiency of the department.
- d. Attend all meetings and CPD as relevant, and promote the subject within the school.

Teaching and learning

- a. Promote excellence in teaching and learning to ensure all students develop their potential.
- b. Exemplify in own practice outstanding teaching skills and ensure that good practice is shared throughout the department, including good classroom management.
- c. Ensure that a suitable learning environment is maintained throughout the department and that rewards and sanctions are applied as appropriate.
- d. Ensure that schemes of work and the Art departmental handbook are used, reviewed and modified to ensure high standards of teaching and learning, and that there is consistency of practice.
- e. Monitor students' work and the classroom practice of those in the Art department.
- f. Keep up to date with developments in the teaching of Art and education in general to ensure that best practice is adopted within the department.
- g. Ensure the department is effective in meeting the needs of all students.
- h. Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.



4. Extra-curricular activities

- a. Raise the profile of Art through school based activities.
- b. Actively promote enthusiasm for the subject outside the timetable, including the organisation of trips.

5. Management of resources

- a. Have an overall understanding of the budgets of the department with a view to advising the Head of School and Assistant Head - Teaching and Learning on future spending priorities.
- b. Identify future resourcing needs and aspirations for the Art Department.
- c. Have overall responsibility in ensuring that all Art resources are fit for purpose.

6. Monitoring, evaluation & assessment

- a. Ensure that within the department individual student progress is regularly assessed and recorded and used to inform teaching.
- b. Ensure that assessment for each year group is conducted regularly and consistently.
- c. Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

7. Training & development of self and others

- a. As a lead professional set personal targets and take responsibility for own continuous professional development.
- b. Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own professional development

Knowledge and Understanding:

- Principles and practices of effective teaching and learning
- Preparation of schemes of work and lessons
- Contribute to the development of teaching and learning materials
- Keep well informed with regards to contemporary issues in teaching and learning
- Ensure that all work is conducted in line with school and departmental policy on health and safety

Skills:

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy, challenging and effective learning environment
- Deal promptly and effectively with administrative procedures

Principal Accountabilities:

- Prepare and teach effectively so that students make good or outstanding progress
- Show evidence of target setting for students so that they are effectively monitored, challenged and able to set targets for their own learning
- Show commitment to the student so that they feel safe and supported
- Enable all students to be included in learning so that all are able to achieve and enjoy
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance review process.

PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
Teach to Key Stage 4	√		AF/T
Ability to take initiative, lead, motivate, inspire and support students to achieve excellence	√		AF/I/T
Excellent interpersonal and group skills	√		AF/I
Good organisational and planning skills	√		AF/I
Able to ensure that technologies are used effectively to improve learning	√		T
A range of strategies for creating a positive climate for learning	√		AF/T/I
Excellent organisational and planning skills	√		AF/I/T
Evidence of good/outstanding classroom practice with a proven record or exam success	√		AF/T/R/I
A sound knowledge and understanding of current curriculum developments	√		AF/I
Ability to undertake self-evaluation and plan and execute improvements	√		AF/I
The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students	√		T
Have the capacity to manage own work pressure and that of others effectively	√		AF/I



“Pupils and staff feel respected and motivated to do their best.”

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Qualities	Essential	Desirable	How Assessed
The ability to inspire young people to learn and engage parents in supporting student learning	√		AF/I
A willingness to be involved in extended curriculum opportunities in the subject area and across the school		√	AF/I
Knowledge of changes to SEND		√	AF
The ability to manage time effectively and prioritise work	√		AF/I/R
A commitment to own personal and professional development	√		AF/I/R
Be a successful team player and be able to make sound judgments	√		AF/I/R
Patience, sense of humour	√		AF
Reflective practitioner	√		AF/I
A commitment to inclusive education	√		AF/I
Ability to work under pressure and meet deadlines	√		AF/I
Able to learn and develop pedagogy and practice from others in your team	√		AF/I/R
An ability to understand and appreciate your current strengths and the ways in which these might be further developed	√		AF/I
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Education & Qualifications	Essential	Desirable	How Assessed
Degree level qualification	√		AF/C
QTS Status and experience of teaching across at least two key stages in training	√		AF/C
Post Graduate Qualification		√	AF/C
Relevant professional development over the last 2 years		√	AF/C



Experience	Essential	Desirable	How Assessed
An understanding of the use of assessment to inform planning	√		AF/I
Some experience of understanding and interpreting data to identify and act upon underachievement and underperformance	√		AF/I
Leadership of subject or whole school activities		√	AF
Experience of performance management cycles and systems	√		AF
Recent experience of teaching the subject to all Key Stages	√		AF/I
Promotion of the subject across the curriculum		√	AF/I

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

Review and Amendments

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

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

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.