

**Working with us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia. Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**St. Nicholas School Aims**

St. Nicholas Preparatory School is an independent school promoting a rich and varied education in which all children are valued equally and encouraged to fulfil their potential.

We offer a structured and challenging environment.

Children are rewarded for the highest standards of behaviour, effort and academic achievement.

**St. Nicholas School Values**

Ambitious

Respectful

Resilient

Kind

Together we are a Team

**Shared Responsibilities**

All members of staff have shared responsibility to comply with all policies and procedures and most importantly those relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

*“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”*

All employees should promote relationships based on mutual respect where all are treated with dignity and fairness promoting equality of opportunity and co-operation.

Effective communication is the responsibility of all staff and inclusive of all appropriate stakeholders (e.g. pupils, colleagues, parents, outside agencies etc).

Additionally all members of the teaching staff should aspire to excellence and, if not already, to become, outstanding teachers. All should comply with the DfE Teachers’ Standards.

**JOB SPECIFICATION**

**Job Title:** **Head of Art/DT**

**Reporting To:** The Headmistress

**Internal Contacts:** All school employees, pupils

**External Contacts:** Education establishments, suppliers, parents

# OUTLINE JOB DESCRIPTION

KEY DELIVERABLES

Teaching

* Teaching pupils assigned to you, registering attendance, supervising, setting and marking work (including examinations) to be carried out by pupils in school or elsewhere
* Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
* Planning and preparing courses and lessons, attending assemblies and attending and leading after school clubs
* Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs
* Providing guidance and advice to pupils on educational and social matters
* Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purpose described above
* Maintaining and monitoring display work in appropriate areas of the school
* Communicating and co-operating with persons or bodies outside the school

Educational methods

* Producing short, medium and long term schemes of work for the classes that you teach
* Reviewing from time to time your methods of teaching and programme of work
* Co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements
* Being aware of the developments in ICT and how they may be integrated into your subject

Public examinations

* Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments

Administration

* Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of person providing support for the teachers in the school and the ordering and allocation of equipment and materials
* Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements
* Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the group

Learning and development

* Participating in arrangements for professional development
* Participating in any arrangements that may be made for teacher appraisal

General

* Maintain good order and promote self-discipline among pupils, with a view to their well-being and safety
* To help maintain the children’s personal; hygiene and well-being which may involve dealing appropriately with sickness and injury. This involves knowledge of medical issues pertinent to the children
* Maintain appropriate level of liaison with the local community.
* Attendance at Staff meetings INSET days
* To be involved in the supervision of individual children groups, or the whole class as appropriate and necessary. This will include activities such as Garden breaks and walkovers to Imperial College and Hyde Park
* To undertake such additional duties as might be reasonably requested by the Head or other authorised person

Art and Design & Technology Leadership

* To deliver inspiring and creative Art and DT lessons to pupils in Y1-6 inclusive
* To be a role model to your team and the pupils, aspiring to excellence in all things
* To act as a source of advice to colleagues on matters related to Art and DT and to lead its development and innovation across the school
* To develop and participate in cross curricular projects and schemes of work relating to Art/DT
* To display pieces of Art and DT work created by pupils attractively and creatively around the school
* To arrange school trips relevant to Art/DT, across all year groups as appropriate
* To contribute to the development of pupils who are able, gifted and talented in Art/DT
* To assist pupils who are potential Art Scholars at 11+ with the preparation of their portfolios and contribute to the writing of their reference as directed by the Head
* To contribute to the development of the School Improvement Plan and to prepare as annual KS improvement plan in line with agreed SIP
* To support new members of staff
* To review regularly policies in the ST Nicholas Staff Handbook appropriate to your position and responsibilities
* To promote the appropriate use of ICT
* To ensure that all events appropriate to your key stage or whole school are properly planned, promoted and celebrated

Admissions and Marketing

* To contribute in a promotion of your Key Stage and school
* To support and where appropriate lead on the trialling of pupils in your Key Stage and to support the admissions process for prospective pupils
* To ensure the Art pages on the website are up to date, that forthcoming events are promoted on the web and written up afterwards to celebrate all that has been achieved and enjoyed
* Maintain appropriate level of liaison with outside bodies and other agencies where needed

Academic

* To promote the highest attainment and progress for each pupil in your Key Stages.
* To liaise with subject leads in the developments of schemes of work and negotiate agreement on themes and topics.
* To review schemes of work to ensure that they meet the needs of all pupils and, where appropriate “to reach beyond”, the agreed curriculum.
* To promote teaching methodologies to suit a variety of learning styles.
* To identify, track and provide proper learning experiences to enable access for all and with specific reference to Gifted and Talented, SEN and EAL.
* To identify, track and ensure effective assessments and feedback of pupils’ attainment and progress and to ensure consistency in marking across the department.
* To maintain an update manual and computer records of pupil marks and progress and to use this data to analyse tends in performance and initiate interventions as appropriate.
* To use data to improve teaching and learning.
* To maximise the opportunity for trips to galleries/workshops to support the curriculum.

Assessment and Reporting

* Working with the Deputy Head and Subject leads to ensure assessment weeks and other means of testing are properly in place.
* To report on pupil attainment and progress as required by the pattern agreed each academic year.
* To attend parents evening to discuss pupil’s progress with parents.
* To provide written reports on pupils on request e.g. for school transfers.

Finance and Resources

* To maintain effectively the Art budget to promote the best learning environment for the pupils.
* To ensure fair/adequate distribution of resources.

**Person Specification**

* UK Qualified Teacher Status (QTS) or equivalent
* Degree in Art or other related field
* Experience of teaching Art/DT in school (ideally at primary level)
* Knowledge of relevant Key Stage and National Curriculum requirements
* A team player who can work collaboratively with colleagues
* Excellent written and oral communication skills

**Education and Skills**

* Educated to degree level or above
* Qualified Teacher Status or equivalent
* Evidence of further professional development in the area of Art/DT
* Able to demonstrate fit with our company values: Excellence, Respect, Integrity, Collaboration and Accountability – and passion for our overall vision: ‘to enrich the lives of children and challenge them to achieve more than they believe they can.

**Remuneration**

* According to experience and qualifications
* Teachers Pension Scheme
* The school is committed to the further professional development of employees and the post holder would be able to take full advantage of training provided by Cognita and other providers

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK and/or criminal policy checks for all other countries lived or worked in for a period of 3 months or more since the age of 16 (irrespective of whether they worked in those countries).*

JW/Sep 2017