



## **JOB DESCRIPTION**

<b>Job Title:</b>	Art & Design Teacher – Upper School – KS3/4 (Job Share)
<b>Responsible to:</b>	Head Teacher
<b>Salary:</b>	Competitive
<b>Hours of work:</b>	39 hours per week (term time and training days)
<b>Contract type:</b>	Permanent

### **MAIN RESPONSIBILITIES:**

To carry out the duties of a teacher, as set out in the most recent School Teachers' Pay and Conditions Documents.

Aiming to be an effective Teacher the main responsibilities of the post holder will usually include the following, which may be amended on a temporary or permanent basis depending on the requirements of the Trust.

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area or areas, as appropriate;
- Monitor and support the overall progress and development of pupils as a teacher;
- Facilitate and encourage a learning experience, which provides pupils with the opportunity to achieve their individual potential;
- Contribute to raising standards of student attainment;
- Share and support the School's responsibility to provide and monitor opportunities for personal and academic growth;
- Meet the national Teachers' Standards.

### **Core responsibilities and duties**

- 1.1 Teach pupils according to their educational needs and within the prescribed schemes of work/examination specifications;
- 1.2 Assess, record and report on the attendance, progress and development of students and to keep such records as are required;
- 1.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- 1.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils;
- 1.5 Ensure a high quality learning experience for pupils, which meets internal and external quality standards;
- 1.6 Prepare and update subject materials;
- 1.7 Maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work;
- 1.8 Mark, grade and give written/verbal and diagnostic feedback as required;

- 1.9 Ensure the effective/efficient deployment of classroom support (e.g. Teaching Assistants);
- 1.10 Complete the relevant documentation to assist in the tracking of pupils and monitor the progress of pupils taught, using data to inform teaching and learning;
- 1.11 Work with the other teacher in the department to ensure continuity of planning is in place.

### **Curriculum Provision and Development**

- 2.1 Assist the Subject Leader to ensure that the curriculum area provides a range of teaching and learning opportunities which complement the School's strategic objectives.
- 2.2 Contribute effectively to the subject department's work on the preparation, development and evaluation of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

### **Continuing Professional Development (CPD)**

- 3.1 Take part in the School's CPD programme, by participating in arrangements for further training and professional development;
- 3.2 Continue personal development in relevant areas, including subject knowledge and teaching methods;
- 3.3 Attend team, department and staff meetings, as appropriate, contributing actively, wherever possible;
- 3.4 Take part in Parents' Open Evenings;
- 3.5 Engage actively in the Performance Management process.

### **Communication**

- 4.1 Communicate courteously and effectively with parents, pupils, colleagues and visitors, where appropriate;
- 4.2 Where appropriate, communicate and co-operate with persons or bodies outside the School.

### **House Group**

- 5.1 Be part of the house group system;
- 5.2 Promote the general progress and well-being of individual students and of the House Group as a whole, as well as any other group assigned;
- 5.3 Liaise, as appropriate, with other staff, to ensure the effective implementation of the School's care system;
- 5.4 Write annual tutor reports and other special reports/references, as required;
- 5.5 Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these might be resolved;
- 5.6 Communicate, as appropriate, with the parents of pupils and with persons or bodies outside the School concerned with the welfare of individual pupils, after consultation with the appropriate staff;
- 5.7 Contribute to Citizenship and careers learning;
- 5.8 Apply the School's Behaviour Management systems so that effective learning can take place;
- 5.9 Provide guidance and advice to pupils on educational and social matters and on further education and future careers, including sources of more expert advice on specific questions.

## Other Specific Duties

- 6.1 Play a full part in the life of the School community, to support its distinctive ethos and to encourage staff and pupils to follow this example;
- 6.2 Promote actively the School's policies;
- 6.3 Comply with the School's Health and Safety policy and undertake risk assessments, as appropriate;
- 6.4 Supervise and, so far as practicable, teach pupils whose teacher is not available to teach them, where, rarely, other arrangements could not reasonably be made.

## ADDITIONAL RESPONSIBILITIES:

- Be aware of, and comply with, key policies and procedures;
- Participate in training, other learning activities and performance development as required;
- Observe Safeguarding practices at all times, the post holder will have responsibility for promoting and safeguarding the welfare of children and young people throughout the Trust;
- Observe and comply with site rules and Code of Conduct at all times;
- Actively promoting anti-discrimination practices and the Trust's Equal Opportunities Policy in all aspects of employment and service delivery;
- All employees are required to carry out such other duties as may be reasonably allocated from time to time.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: We are committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS.

To apply for the role please visit our website to download an application form at: <https://www.talbothousetrust.co.uk/jobs-at-talbot-house> alternatively please email the HR Department to request an application pack.

**We can only accept Application Packs for this role.** We are not able to accept CV's for this roles, if you submit a CV you will be contacted to complete an Application Pack. Please view our safer recruitment policy.

See advert for closing date information.

Interview and selection will take place soon after the close date on a date to be confirmed.