

ARTS EDUCATIONAL SCHOOLS LONDON

JOB DESCRIPTION

JOB TITLE:	Part time teacher of Art Pupils' Department
SALARY:	£ to £ depending upon experience
NATURE OF POST:	Permanent
IMMEDIATELY RESPONSIBLE TO:	The Headmaster and the Head of Arts and Media

DETAILS OF POST

This post is an important appointment in Arts Educational Schools, and the person appointed must have a balance of professional and academic skills in order to ensure that the work of the school remains amongst the best in the United Kingdom.

In years 7 to 11, Art is an important and popular subject, results are excellent. In the Sixth Form, many of the A-Level students choose to study the subject, with some going on to further studies in related fields at degree level. The post holder will teach a percentage of the art classes within the school, mainly in Key Stages 3 and 5. They will also run a Gifted and Talented class for KS3 students. The post holder will be required to teach a range of disciplines rather than their focus being one specialism. The successful candidate should have an excellent knowledge of contemporary art practice and ideally will be a practitioner in their own right.

We are committed to fully developing the academic, vocational and personal potential of our pupils. We strive to ensure that our curriculum is modelled on current best practice. We believe that the balance of academic study, creative arts training and performance opportunities helps to develop self-discipline together with a strong sense of responsibility. We believe that learning can be fun. Our pupils and staff relish challenges and work tirelessly to achieve the very highest standards. Small class sizes and a staff of well-qualified, specialist teachers underpin the process of learning at all stages.

The school has a long history of success – with its pupils going on to Oxford and Cambridge and other prestigious UK universities, as well as following careers in theatre, dance, design, animation and media. Arts Educational Schools London is not a “stage school,” for it has always prided itself on producing a first class education in which the performing arts play a central role. We have produced highly successful professional performers – but our emphasis is on the whole person, not merely the fostering of professional talent.

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The general aim of this post is to sustain and improve the quality of training and education offered to the pupils in the school.

Subject teachers liaise with their managers and the Head to promote educational opportunities, and an appropriate working environment for both pupils and teaching staff.

The ethos of the school is a shared responsibility to which all teachers make a significant contribution. As many departments are one-member it is vital that the teacher contributes throughout the year to the school's strategic planning.

PRINCIPLE RESPONSIBILITIES

To make a significant contribution to the teaching of Art within the general job description of subject teacher.

To supervise the use and care of the rooms assigned to the Visual Arts, including adherence to relevant Health and Safety regulations in the studios.

RESPONSIBILITIES AS A SUBJECT TEACHER

GENERAL

- To input on curriculum design and assessment
- Teach as directed by the Head or Line Manager
- To promote effective and improving teaching and learning in the post-holder's specific area of responsibility
- To maintain and monitor appropriate records of pupils' learning and achievements
- To write report, provide subject/year information to parents, attend at parents' meetings and respond to parents' enquiries
- To implement the school's agreed policies
- To maintain effective discipline through implementation of the school's agreed procedures.
- To take part in the school appraisal programme.
- To attend meetings as appropriate
- To maintain liaison with classes' and individual pupils' form tutors.
- To organise day trips and gallery visits in line with the schools' agreed procedures and risk assessment policies.

FINANCE AND RESOURCES

- To work within the budget allocated for certain tasks by the Head of Department.
- To keep an accurate written record of all books/equipment sold to pupils in the school
- To provide a list of these disbursements when required by the Head of Department
- To oversee the provision and maintenance of effective resources for learning – textbooks, student materials, equipment and rooms.

CURRICULUM

- To make a significant contribution to the department through effective planning and teaching
- To maintain and develop schemes of work, within the framework of the National Curriculum and the requirements of the examination boards, working collaboratively with the Head of Department

- To maintain sound discipline within the school's agreed policies
- To strive for excellence in the quality of teaching and learning within the department and ensure that curricular records are kept and reports written
- To ensure that health and safety issues are properly adhered to and procedures are followed effectively and consistently.

COMMUNICATION AND MEETINGS

- To attend and contribute to meetings for the department and others within school
- To adhere to plans, policies and decisions made during such meetings.

ADDITIONAL INFORMATION

- The post holder must at all times carry out their responsibilities with due regard to the Arts Educational Schools London Equal Opportunities policies
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the school

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post and the school. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

PERSON SPECIFICATION

Qualifications:

- Diploma or Degree in Art or relevant subject
- PGCE or other teaching qualification

Skills:

- Evidence of first-class teaching skills, the postholder must be able to teach all artistic disciplines, not just those of their degree speciality
- Effective classroom teacher
- Ability to devise an exciting curriculum within the agreed scheme of work
- An efficient and effective administrator
- Ability to inspire both pupils and colleagues
- Evidence of continuing practice in own personal artwork

Knowledge:

- A thorough knowledge of the subject area
- A range of teaching approaches relevant to the teaching of the subject
- Familiarity with current best practice
- A sound knowledge of examination syllabi and National Curriculum orders
- A good knowledge of assessment procedures relating to the specialist area

Experience

- Relevant teaching experience, preferably in a co-educational school
- Organising and running gallery visits and trips

Personal Qualities

- The ability to inspire in pupils, a passion for the subject and the desire to reach the highest possible standards
- A commitment to the broad education of children
- The ability to work constructively with children across a wide range of age and ability
- The competence, stamina and professionalism necessary to discharge all professional duties effectively
- Enthusiasm for the work in this specialist school
- The ability to work as part of a team
- Good communication skills
- Clean Criminal Records Bureau file

SALARY AND CONDITIONS

The salient features of conditions for this post are as follows:

- The starting salary will be in the range of £????? to £?????, depending upon experience
- A pension plan is available
- All offers of appointment are subject to Arts Ed receiving satisfactory references, CRB and medical clearance.
- All posts are subject to reasonable adjustment under the Disability Discrimination Act (1995)
- All appointments are subject to a probationary period.

APPLICATIONS

All applicants must provide:

- a) an application cover sheet (supplied)
- b) Equal Opportunities Monitoring Form (supplied)
- c) an up to date CV relating to the requirements of this post
- d) a written letter of application responding to the details of the post as described

When preparing a letter of application, you should address carefully the post details enclosed and in particular the qualities outlined in the Person Specification. Please include examples of:

- a) Art work that has been produced by students you have taught from KS 3-5. This could be on a CD or hard copy.
- b) Your own artwork – either on CD or hard copy.

Please return the completed application form to

The Head of the Pupils Department
Arts Educational Schools London
14 Bath Road
Chiswick
London W4 1LY

All applications must be received by 17:00 on **?????** 2010

Interviews

Only short-listed candidates will be interviewed.

It is hoped that the appointed person will take up the post full -time from 1 September 2010