



# Bowland High

Tradition, Care and Challenge

Job description for the post of: Art teacher and Curriculum Leader for Creative Arts				
Grade: MPS/UPS +TLR2C	Permanent, fixed term or temporary?	Permanent	Full or part time?	Full
Staff responsibility: Creative Arts teaching and support staff		Number of staff directly supervised: 4		Line manager: SLT
Main focus of this post: leadership, management and development in the Creative Arts curriculum area			Car user? N/A	
<p><b>Core Purpose</b></p> <p><b>To make a full contribution to the school's core aims to:</b></p> <ul style="list-style-type: none"> <li>be a welcoming and inclusive community respectful of individuality and diversity</li> <li>know every single person well and can provide a genuine personal touch</li> <li>have a concern for equality of opportunity at all times</li> <li>deliver academic and extra-curricular excellence</li> <li>be committed to developing the full potential of all of our pupils and staff</li> <li>monitor progress carefully and provide appropriate support for everyone</li> </ul> <p><b>So that pupils:</b></p> <ul style="list-style-type: none"> <li>are happy and stay safe</li> <li>develop into responsible citizens who make informed judgements</li> <li>are confident and creative and develop enquiring minds</li> <li>become self-disciplined and adaptable team players and leaders</li> <li>are encouraged to make a difference locally and globally</li> <li>embrace both challenge and change</li> </ul> <p><b>The purpose of this job is to:</b></p> <ul style="list-style-type: none"> <li>lead, manage and develop the creative arts curriculum (technology and music)</li> <li>lead, develop and enhance the practice of other staff and effective use of resources</li> <li>actively participate in whole school self-evaluation and school improvement planning</li> <li>be responsible for promoting and safeguarding the welfare of children and young people within the school and specifically within the Creative Arts area</li> <li>have line management responsibility for staff working in Creative Arts</li> </ul>				
<p><b>Core duties</b></p> <p>The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and teacher professional standards. The description reflects the position at the present time only and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p>				



**Head Teacher:** Laura Fielden, BA (Hons) **Company No.** 07678864

Bowland High, Riversmead, Grindleton, Clitheroe, Lancashire, BB7 4QS

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## Leadership and management:

- Contribute to the implementation, evaluation and success of the school vision and improvement plan
- Lead and manage the curriculum area through example in terms of school policies
- Act as role model of good classroom practice, modelling effective strategies
- Develop, implement and evaluate the success of the curriculum area improvement targets and school priorities
- Manage the curriculum area time, deploying staff, rooms and resources to meet the needs of pupils including the management of pupil grouping arrangements
- Develop, monitor and review the provision in the curriculum area in terms of:
  - breadth and balance
  - pupil progress through the analysis of performance data, using this information for planning and target setting across the curriculum area;
  - continuity, in that records are completed and passed on and that policies are implemented
  - quality of learning and teaching and responsibility for improved pupil outcomes
- Identify group and individual training needs and provide support for colleagues in the curriculum area
- Ensure relevant attainment and achievement targets are met
- Embed within your area the pastoral and behavioural support systems present in the school
- Ensure the effective management of the transition of pupils to and from each key stage and within it
- Be responsible for the school in the absence of the headteacher, deputy (and assistant headteachers) with the other TLR holders
- Be responsible for promoting and safeguarding the welfare of children and young people within the school and specifically within your curriculum area

## Curriculum responsibility

- Lead and develop your curriculum area throughout the school and co-ordinate the formulation of written guidelines, resources and the information for staff, parents and governors
- Monitor, review and evaluate your curriculum area to ensure the curriculum is being effectively delivered
- Develop and maintain a whole school approach to your subject and its recording and assessment including the use of tests, to ensure equal access for all pupils
- Provide the headteacher and/or other relevant staff with relevant curriculum area pupil performance information
- Ensure that appropriate work is set for absent colleagues

## Administrative tasks

- Plan, manage, monitor and account for any budget for your curriculum area
- Organise and monitor the use of resources of your curriculum area
- Be responsible for the organisation, planning and evaluation for your curriculum area
- Be responsible for the organisation of all assessment tasks and tests within your curriculum area
- Ensure high quality and timely completion of reports to parents and whole school data collections

## Staff management and development

- Act as an appraisal reviewer for identified staff
- Identify, lead and organise training opportunities as appropriate for your curriculum area and promote the whole school approach to CPD
- Act as a mentor or consultant to colleagues and encourage collaboration, co-operation and teamwork
- Keep abreast of current developments in your area and disseminate information as appropriate
- Be accountable to the Headteacher or your line manager for all delegated curriculum and management tasks



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**These responsibilities are in addition to the responsibilities of all teachers at Bowland:**

## Teaching and learning

Carry out teaching duties in accordance with the school's schemes of work and National Curriculum  
Liaise with colleagues to deliver units of work in a collaborative way  
Work with teaching assistants and the SENDCO  
Set targets for pupil attainment levels  
Set work for pupils absent from school  
Demonstrate good practice in one's teaching

## Assessing and reporting

1. Maintain accurate assessment records
2. Maintain lesson evaluations
3. Mark and return work within agreed time span, providing feedback and targets
4. Provide assessment reports to monitor pupil progress
5. Liaise with parents and attend consultation evenings
6. Work within the Code of Practice relating to Special Educational Needs and Disability

## Standards and quality assurance

1. Monitor and support the overall progress and development of pupils as a teacher/form teacher
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings and student performances
4. Uphold the school's behaviour code and uniform regulations
5. Participate in staff training
6. Attend team and staff meetings
7. Support the aims and ethos of the school
8. Fulfil all of the National Teachers' Standards (May2012)

**Prepared by:**

Laura Fielden

**Date:**

March 2022

## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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