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**JOB DESCRIPTION**

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| **School:** | **St Clement’s High School part of West Norfolk Academies Trust** |
| **Job Title:** | **Teacher of Art (Maternity Cover for 1 term starting September 2021)** |
| **Grade:** | **MPS/UPS as appropriate** |
| **Responsible to:** | **Headteacher and Head of Department** |
| **Working With:** | **Staff****Students****Parents & Carers** |

**Purpose of the Job**

* To meet all requirements of the Teachers’ Standards.
* Within the designated curriculum area, to implement, deliver and contribute to the published scheme of work.
* To shape the learning experience to motivate and encourage students to achieve their full potential.
* To monitor the progress of students and provide support to ensure personal and academic growth.

**Teaching and Learning Responsibilities**

* To deliver the designated programme of teaching as presented in the published scheme of work.
* To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
* To prepare and update subject materials.
* To ensure a high quality learning experience for students that meets internal and external quality standards.
* Within the guidance presented in the school Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students.
* To take part in Parent & Carer Evenings.
* Within the school’s marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
* To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
* To apply the school’s Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
* To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
* To optimise the use of classroom support staff.
* To be willing to participate in the wider requirements of the faculty, such as after school support sessions and enrichment opportunities

**Personal and Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| QTS | **🗸** |  | Appl |
| Relevant Degree | **🗸** |  |
| Evidence of CPD linked to curriculum development |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| A record of successful teaching at KS3 and KS4 | **🗸** |  | Appl/Int/Ref |
| Experience of working in a team | **🗸** |  |
| Contribution to school beyond the classroom |  | **🗸** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| An understanding of the use of data in promoting pupil achievement and attainment | **🗸** |  | Appl/Int |
| Secure knowledge of subject area | **🗸** |  |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  |
| Setting high standards to staff and students by personal example | **🗸** |  |
| Ability to gain parental support and co-operation | **🗸** |  |
| An understanding of the ECM agenda | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |
| Ability to prioritise and meet deadlines | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| Ability to achieve value for money within the designated budget | **🗸** |  |
| IT literate. | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ambition for self and others | **🗸** |  | Appl/Int/Ref |
| Genuine concern for others  | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent attendance and punctuality | **🗸** |  |
| Excellent interpersonal skills | **🗸** |  |

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| Appl = Application form | Int = Interview | Ref = Reference |