



BREDON
SCHOOL



Head of Creative Arts Appointment Brief



About Bredon School

Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Teaching staff benefit from a friendly and supportive Common Room, regular opportunities for professional development and membership of the Teachers' Pension Scheme (TPS). Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

Appointment of Head of Creative Arts

Job Title: Head of Creative Arts

Responsible to: Deputy Head (Academic)

Hours of work: Full-time, term time 34 weeks, and training / inset days outside of the 34 weeks and open days. One evening duty a week during term time.

Overview of the role:

With a strong emphasis on dyslexia, the post holder will lead, promote and facilitate the delivery of a balanced, relevant and differentiated Creative Arts curriculum to pupils; currently Photography, Graphic Design & Art. They will support subject initiatives; monitor, assess and report upon student progress and contribute to raising the standard of Creative Arts within the department and the school.

Main Duties

Head of Department:

- Provide strong and imaginative leadership for the Creative Arts department promoting high standards of teaching, learning and pupil outcomes.
- Develop and maintain a strategic department development plan aligned with the school's dyslexia friendly ethos and wider priorities for teaching and learning.
- Lead the development of departmental pedagogy to ensure the Creative Arts curriculum is personalised, accessible and engaging for all students.
- Create and develop departmental schemes of work, courses of study and shared resources, ensuring consistency and progression across the department.
- Support the planning and delivery of cross-curricular and extra-curricular opportunities that enrich the Creative Arts curriculum.
- Organise and chair departmental meetings.
- Support and promote wellbeing of the Creative Arts department, building and maintaining cooperative relationships with colleagues.

Head of Department (cont.):

- Complete coursework moderation and follow the schools marking policy .
- Regularly monitor, reflect on and use assessment data to inform classroom practice and improve pupil outcomes across the department.
- Act as a role model to lead and inspire.
- Line management of staff withing the department ensuring that ambitious targets are met.

Curriculum delivery:

- Prepare for and undertake the teaching of the specific subjects for Key Stage 4 and Key Stage 5, with different exam boards and syllabus.
- Have a specialism in photography.
- Frequently review and research suitable courses to meet the needs of the current cohort.
- Ensure individual needs are met through appropriate differentiation.
- Incorporate numeracy, literacy and IT across the curriculum and promote the 5 a day lesson structure.
- Set regular homework in accordance with school policy.
- Set work for classes in the event of absence from school.
- Maintain an attractive and stimulating classroom environment.

Assessing and reporting:

- Regularly mark pupils' classwork and homework in line with the school marking policy.
- Set and mark appropriate class tests and assessment, using the outcomes to inform future teaching and learning.
- Keep full records of attendance and achievement/progress of all pupils taught including formative and summative assessment.
- Analyse pupil data, identify vulnerable groups and implement intervention strategies.
- Provide or contribute to oral and written assessments, reports and references relating to the attainment, progress, development and learning of individual pupils and of groups of pupils.
- Use group and individual data to track progress and focus intervention in order to optimise outcomes.

Liaison:

- Build and maintain positive relationships with parents and to communicate with them on pupils learning and progress.
- Attend parents consultation evenings and other meetings with parents as required and to provide parents with information about pupil performance.
- Liaise with non-teaching staff and, where appropriate, supervise the work of classroom support staff.
- Organise GCSE, A Level and other examination entries with the Examination Officer and support with any special arrangements.
- Liaise with the Headteacher and Deputy Head – Academic in all matters concerned with the timetable, curriculum and internal examinations
- Liaise with parents regarding student progress
- Liaise with external organisations as appropriate

Publicity:

To contribute to the promotion of Creative Arts by assisting with the production of special events/activities for pupils, parents or both. Contribute to the display of subject work in the department and wider school.

Health and Safety:

To safeguard the health and safety of pupils and colleagues whether on the school premises or engaged in school activities elsewhere.

To carry out any necessary risk assessments in line with the school's health and safety policy.

Other Responsibilities:

Any other duties negotiated with the Deputy Head (Academic)

Additional Responsibilities:

To carry out a share of supervisory duties in accordance with published schedules.

Generic Accountabilities:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children:

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the post holder will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Confidentiality:

During the course of employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection:

During the course of employment the post holder will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations and properly applied to pupil, staff and school business/information.

Benefits:

Free onsite parking

Lunch provided in term time

Beautiful working environment

Person Specification

	Essential	Desirable
Qualifications	• A degree qualification in Photography or Art • Qualified Teacher Status • Recent and relevant experience of teaching Photography (GCSE & A Level) • Knowledge of the National Curriculum and best practice.	• Experience of working with pupils with dyslexia
Experience and Knowledge	• Experience of leading a team • A wide knowledge of Creative Arts within the curriculum • Specialism in Photography • Curriculum planning • An understanding of different teaching styles and techniques used to support dyslexic pupils • IT skills and using ICT effectively and imaginatively for teaching and learning • Ability to use a range of monitoring and assessment for learning strategies to inform planning and teaching • Experience of leading a team and the ability to motivate and inspire • Understanding of and commitment to safeguarding	• Experience of managing resources and departmental finances • Knowledge of Google systems • Knowledge of Arbor

Person Specification (Cont.)

	Essential	Desirable
Personal Attributes	• Motivation to work with children and young people • Commitment to raising educational achievement • Act as a role model for all staff and pupils • 'Can do' attitude • Flexible approach and adaptable to change • Team player • Resourceful • Commitment to diversity and equality • Time management skills • Commitment to Health & Safety • Excellent communication skills	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

