



# HuishEpiscopi

## **DEPARTMENT INFORMATION**

### **Teacher of Art and Design**

Full time Qualified Teachers' Pay Scale. Permanent  
To start September 2021

#### **The Department**

We are seeking to appoint an enthusiastic and hard-working Art teacher who will contribute to the development of the department and all aspects of Art teaching at Huish Episcopi.

The person we appoint will:

Contribute to raising the standard of Art teaching within the school.

Develop flexible, creative and inclusive methods of teaching.

Contribute towards the further development of our students as active learners and encourage our students to develop a love for Art and Design

In their role the successful candidate will support the Head of Department in ensuring the smooth running and continued success of the Department, the development of schemes of work and the marking and assessment of work.

The Art department offers students a wide range of learning experiences and is fully equipped to teach across all Key Stages.

The department has three practical classrooms in the main school with storage for work and materials and a separate Art studio in the 6<sup>th</sup> form area for A' level teaching. Textiles students at A level also have access to the 6<sup>th</sup> form Art Design area. This has a dark room, pottery equipment and kiln, printmaking and etching facilities and good storage for work.

Currently there are three full time teachers, who teach across all key stages. The department is also supported by two knowledgeable part time technicians. The current post has become available due to a member of staff leaving for another post.

#### **Art Curriculum**

At KS3 students our students follow a learning journey that builds skills and knowledge as they progress. Students are encouraged to develop their skills through a wide variety of projects and starting points. Students use sketchbooks and are encouraged to consider presentation and self-evaluation as an integral part of their work.

Students are taught a total of 2 periods per fortnight.

At KS4 students can opt to study Art, following the broad based AQA Art and Design course. Art is a popular choice at GCSE, there is a high take up with excellent results. Students are encouraged

to develop their own artistic style and the range of projects allows for individual choice and personal development. Teaching time is 5 periods per fortnight.

At KS5 students have the opportunity to study A' level Fine Art and or A' level Photography (starting Sept 2021) and A' level Textiles (taught by the DT department).

Year 13 students have their own workspaces and can use these to display ideas and work in progress. The Art studio has a dark room, pottery equipment and kiln, printmaking and etching facilities and good storage for work. There are 10 digital SLR cameras and we are adding to the equipment needed to teach A' level photography.

Students have 8 hours per fortnight of teaching time and are encouraged to use the studio in their non-contact time.

### **The Post/expectations**

- The successful candidate will be expected to teach and maintain the success of GCSE courses within the Art department.
- The post holder will be expected to contribute to the teaching of Art at KS3 and 4 and possibly A level – (depending on experience).
- The post holder will be expected to work closely with all team members in helping to contribute good practice across the department.

Overall, we are looking for a committed and creative individual who has strong teaching skills and the ability to inspire students in achieving high standards in their work and a love for the subject.

**For further information: please contact Kate Cumberland, Head of Department at [kcumberland@educ.somerset.gov.uk](mailto:kcumberland@educ.somerset.gov.uk)**

**Please include a letter of application with your application form.**

**Closing date for applications: Noon, Monday 29 March 2021. Completed application forms should be returned to Miss Leach at: [huishrecruitment@educ.somerset.gov.uk](mailto:huishrecruitment@educ.somerset.gov.uk).**



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## JOB DESCRIPTION

<b>Job Title:</b>	Teacher
<b>Main Purpose of Job:</b> <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>	
<ul style="list-style-type: none"> <li>• to teach and in doing so provide an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate</li> <li>• to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> <li>• to monitor and support the overall progress and development of students as a teacher/form tutor</li> </ul>	
<b>Main Responsibilities and Duties:</b> <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	<b>% of Time</b>
<p>The postholder:</p> <ul style="list-style-type: none"> <li>• Is responsible to the Principal in all matters, to subject leaders in respect of their teaching of those subjects and to progress team leaders in respect of their work as a form tutor.</li> <li>• Interacts on a professional level with colleagues. Seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the subjects in the school curriculum with the aim of improving the quality of teaching and learning in the process.</li> </ul> <p><b>LEADERSHIP RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>(a) to act as a leader of learning in respect of students assigned to him/her.</li> <li>(b) to identify teaching and learning needs by comparing and contrasting current performance and achievement, for example, with other Key Stages/Curriculum areas in the school (or in other schools), with Government targets, or in response to targets/aspirations set by the Academy Directors or Central Government</li> <li>(c) deciding or recommending planned courses of action to address those needs, overseeing the implementation of the plans</li> <li>(d) through monitoring, assessing the extent to which actions are being successful and using this information to enforce further modification of teaching and learning</li> </ol> <p><b>MANAGEMENT RESPONSIBILITIES AND KEY TASKS</b></p> <ol style="list-style-type: none"> <li>(a) to undertake a designated programme of teaching</li> <li>(b) to ensure a high quality learning experience for students which meets internal and external quality standards</li> <li>(c) to use a variety of teaching and learning strategies which will stimulate learning appropriate to student needs and demands of the syllabus</li> </ol>	

- (d) to assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area
- (e) to contribute to the curriculum areas and Academy Improvement plans and their implementation
- (f) to take part in the school's staff development programme by participating in arrangements for further training and professional development
- (g) to continue personal development in the relevant areas including subject knowledge and teaching methods
- (h) to engage actively in the Performance Management review process
- (i) to ensure the effective/efficient deployment of classroom support
- (j) to work as a member of a designated team and to contribute positively to effective working relations within the school
- (k) to track student progress and use information to inform teaching and learning
- (l) to communicate effectively with the parents of students as appropriate
- (m) to take part in development and liaison activities such as Open Evenings, Parents' Evenings, INSET and liaison events with partner schools
- (n) to contribute to the development of effective subject links with external agencies e.g. partner primary schools
- (o) to teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- (p) to assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required including the School's Information Management System
- (q) to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- (r) to maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- (s) to mark, grade and give written/verbal and diagnostic feedback as required
- (t) to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- (u) to undertake any other duty as specified by School Teachers Pay and Conditions Board (STPCB) not mentioned in the above

To carry out the duties of a form teacher in respect of form pupils, to include:

- the maintenance of discipline and acceptable standards of conduct and appearance of pupils
- the establishment of a rapport with pupils to develop their social and academic potential and to be a main source of reference for their problems
- the marking of form registers, ensuring absences and lateness are accounted for and taking appropriate action when they are not
- the compilation of reports, profiles and references on pupils as required
- the monitoring of homework of pupils, the teaching of form periods, escorting the form to assemblies and attending tutor meetings called by Year Heads.

In addition:

This job description does not define in detail all the duties/responsibilities of the post; it will be reviewed and may be subject to modification or amendment after consultation and agreement with the post-holder.



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## PERSON SPECIFICATION- TEACHER

		Essential	Desirable	HOW IDENTIFIED
<b>Experience</b>	The ability to use data and assessments to monitor and track pupil progress	✓		Application & interview
	Experience of teaching within the post 16 phase.		✓	Application
	Evidence of current relevant professional development	✓		Application
<b>Knowledge &amp; Understanding</b>	Understanding of how young people learn and are motivated	✓		Letter & interview
	Familiarity with current educational initiatives and developments and their impact at local level	✓		Letter & interview
<b>Skills</b>	Excellent classroom teacher	✓		Reference
	Ability to analyse data, draw conclusions, formulate action plans	✓		Letter & interview
	Ability to set challenging targets and measurable outcomes	✓		Letter & interview
	Ability to participate in relevant extra-curricular activities		✓	Letter Reference & interview
	Well-developed ICT skills and sound administrative skills	✓		Reference & interview
	Excellent interpersonal skills	✓		
<b>Personal qualities</b>	Ability to work as a member of a team	✓		Reference
	Ability to develop and maintain positive relationships with colleagues, governors, parents, pupils, the LA & community	✓		Reference
	Huish Episcopi Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.	✓		Letter & interview
<b>Qualifications &amp; Training*</b>	Relevant Degree + Teaching qualification	✓		Application

Please note that essential criteria must be met in full and original certificates will be required at interview, if shortlisted.

## Huish Episcopi Academy - Recruitment Guidance Notes

1. All job vacancies can be found on our website [www.huishepiscopi.net](http://www.huishepiscopi.net). The application forms for Teaching posts and Support Staff posts are available on the website. Please also complete the recruitment monitoring form.

Please complete the application and recruitment monitoring forms either post to Miss Z Leach, PA to the Principal, Huish Episcopi Academy, Wincanton Road, Langport, Somerset, TA10 9SS or by email to Miss Leach at: [huishrecruitment@educ.somerset.gov.uk](mailto:huishrecruitment@educ.somerset.gov.uk)

The information supplied by you on this form will be used for recruitment and selection purposes only. The Academy undertakes that if it needs to use the information for any other purpose it will not do so without having first obtained your consent.

2. **Guidance on completing your application**

Your application form is our only basis for selecting you for interview, so it's important that you complete it in a way that does you full justice and enables us to make a fair assessment of your suitability for the job. All sections of the application form must be completed and the application must be forwarded to the Academy as specified in the advertisement, for processing. The following suggestions should help you to do this.

If you are submitting a written application, please make sure your application is clearly legible and written in **BLACK ink or type**. Attach any additional sheets to the back of the application - please do not stick or pin anything in between pages. CVs are not normally accepted, unless specifically requested as part of the process.

You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.

If you are completing the form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form.

### **Part C: Experience**

Huish Episcopi Academy is committed to safeguarding and promoting the welfare of children, young people and adults who access our services. You are therefore required, in this application, to provide details of your full employment history that you might not, in other forms of employment, be required to provide. Include brief reasons for any gaps in between employment. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.

### **Part F: Personal Statement**

Refer to the enclosed job description and person specification and think carefully about how you meet the key competencies for the post. Include relevant examples from your involvement in paid and/or voluntary work, outside interests and any other relevant

activities. If you are a school or college leaver with little work experience, draw on your time at school or college and extra-curricular activities you were involved in.

### **Part H: References**

We require two references, which will normally be contacted once you have been shortlisted for interview. To ensure that we can obtain references as quickly as possible, please provide a telephone number and e-mail address for both your referees. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

Unless you are seeking your first teaching appointment, you must quote your present or most recent headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant.

For posts working with children, any current or previous employer will be asked about relevant disciplinary offences (time expired or not), whether you have been the subject of any child protection concerns and the outcome of any subsequent enquiry or disciplinary procedure.

We reserve the right to ask for information from any previous employer, especially any job involving work with children or vulnerable adults.

### 3. **Data Protection Legislation**

**Data Controller:** Huish Episcopi Academy

**Data Protection Officer contact:** [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

**Purpose for processing:** to run recruitment processes

**Legal bases for processing:** right to work, safer recruitment.

**By law:** Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

**Data sharing:** the personal data provided will be shared internally by Huish Episcopi Academy. This information may be disclosed to Government Departments where there is a legal obligation to do so.

**Transfers abroad:** Personal data in our e-recruitment system is kept within the EEA.

**Data retention:** If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

**Your rights:** You have the right to ask Huish Episcopi Academy for a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

**Consequences:** If you do not supply the information requested on this application form we will not be able to process your application.

### 4. **Acknowledgement of Applications**

Unfortunately, due to the considerable number of enquiries for vacancies, we are unable to acknowledge receipt of written applications unless you specifically request

this by enclosing a stamped addressed envelope. If you have not heard from us within 3-4 weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

5. **Attending for Interview**

When attending an interview, you will be required to bring:

- Original qualification certificates
- Original, government issued, identification: Passport, driving licence etc.
- Proof of eligibility to work in the UK: Visa, passport, birth certificate etc.
- It would also be useful to bring along any current DBS clearances that you have.

6. **Medical Clearance**

The Academy has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form, and if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases, a medical examination may be necessary before an appointment can be confirmed.

7. **Disclosure and Barring Service (DBS) Checks**

The Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts require a criminal records check via the Disclosure and Barring Service.

8. **Spent criminal convictions**

The post for which you are applying is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information regarding spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Directors. Any information will be treated in strict confidence and will be considered only in relation to your application for this post.

9. Huish Episcopi Academy strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.

10. The Directors, as the employers of the 'staffing complement' will have regard to this policy insofar as it is consistent with the character of the Schools Foundation and its Trust Deed.

11. Canvassing the support of members of the Huish Episcopi Academy may lead to disqualification of a candidate's application.

12. **Checks on Personal Data.**

We check details of shortlisted candidates against information held by us to determine if candidates are known to the Academy. We hope you appreciate that these checks have to be made to ensure that, as far as possible, we protect our school. In an extremely small minority of cases, the Academy may deem it inappropriate to pursue an individual's application further after these checks have been made. Such a decision would only be made after thorough research, at the end of which there was clear



evidence that employing the individual would pose a risk to our school. These checks are made only for this purpose.

13. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
14. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month's salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Directors decide that there are extenuating circumstances.
15. The Academy is committed to the safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

If you have problems completing the form or require it in a different format, please contact the Academy on 01458 250501.