



**ST PAUL'S ACADEMY**

51 FINCHALE ROAD, ABBEY WOOD, LONDON SE2 9PX

TEL: 020 8311 3868 OR WEBSITE [WWW.STPAULSACADEMY.ORG.UK](http://WWW.STPAULSACADEMY.ORG.UK)

Principal: Mrs S M Ward

## Head of Art & Design

Required for September Start

Salary: UPS / MPS (+ Inner London Weighting) TLR 2b (£5,340)

**Full Time/Permanent** Roll: 1,200

**Location:** St. Paul's Academy, Finchale Road, Abbey Wood, London, SE2 9PX

**Hours:** Full-Time

**Term:** Permanent (subject to probationary period)

**Salary:** MPS/UPS (inner London weighting)

**Start:** September 2024

**Location:** St. Paul's Academy, Finchale Road, Abbey Wood, London, SE2 9PX

**Hours:** Full-time

**Term:** Permanent (subject to probationary period)

**Salary:** MPS/UPS (inner London)

**Start:** 1st September 2024

**Application Deadline:** 30th April 2024. We reserve the right to close the advert should an exceptional candidate present themselves before this date.

### About Us

St Paul's has 1200 students aged 11-16 and is a diverse community centred on the charism of St Paul as a missionary, seeker of truth and a champion of justice. St Paul's Academy seeks to serve young people from both the Catholic and the local community, welcoming all those who embrace its values and share its quest for excellence:

- To provide opportunities for young people to develop the knowledge, skills and wisdom necessary for effective learning.
- To enable learners to develop their intellectual, social, moral, spiritual and physical potential to the full in order to become proactive members of both the local and wider community.
- To increase aspirations by exploiting educational innovations and opportunities in the best interests.

In the Catholic School's Inspection we had in February 2024, St Paul's achieved an Outstanding grade for Catholic life and Mission and rated 'Good' for all other areas. St Paul's was praised for the "deep pastoral care" that is provided and for integrating "fully in the wider community through faith in action and service". OFSTED 2023 also commented on the ambition being put into the curriculum and the strength of the leadership of the school to raise ambitions and expectations at St Paul's. If you would like to see a little more of life at St Paul's Academy, please look at the website and our school film, the link for which is here:

We are proud of our continuing journey of academic success and ever-improving progress. This year, we reached the milestone of achieving a positive Progress 8 score (+0.5) - one of many significant milestones to come. At St Paul's, we believe that Art has the power to unlock young people and their potential and give a powerful outlet for their spiritual, moral and cultural expression. As the Head of Art you will be responsible for planning an ambitious curriculum, enrichment that adds value to young people and creating a school environment which celebrates creativity, culture and Art.

### Key Responsibilities

1. **Quality of education in Art Develop the team through CPD,** Learning Walks, Evaluation of the impact of the learning in Art and Design, collaboratively planning improvements which take account of evidence which includes student voice. Using effective models of monitoring, evaluation and review to provide a development plan that delivers real change and impact. Use appraisal to build ambition and accountability in colleagues and inspire
2. **Teaching and Curriculum Development:** Lead on the development of an effective and innovative curriculum that inspires, enriches, motivates and enables students to be ambitious in both intent and impact. Plan and deliver comprehensive Art education to a diverse group of students, adapting teaching to support all ability levels.
3. **Exhibition and Enrichment Coordination:** Contribute to the organisation of and engagement in enrichment and exhibitions of school work (especially the GCSE work) and support with art work for other parts of the school's life.
4. **Student Guidance and Support:** Provide individualised support, catering to students of different skill levels Run interventions based on intelligent use of data and particularly consider to address the needs of students in key groups (HPA, EAL, PP and SEND). To support a positive culture of learning through effective behaviour management.
5. **Collaboration and Teamwork:** Work with the Senior team to develop creative approaches to learning in the department. Work with colleagues to integrate Art into the consciousness of the school. Mentor and appraise colleagues as part of a collegial approach to developing best practice in the classroom.
6. **Administration and Compliance:** Maintain accurate student records and adhere to the school's policies and educational standards.

### Qualifications

- Bachelor's degree or equivalent
- Qualified Teacher Status (QTS) or equivalent
- Excellent Artist with enthusiasm for teaching the subject

### Personal Attributes

- A love for Art and expression through the different media of Art and passion for educational excellence.
- Ability to engage and inspire students from diverse backgrounds.
- Creative, adaptable, and patient.
- Collegial attitude - ready to work with teams across the school to create new learning opportunities for our students
- Commitment to ongoing professional development.

The successful candidate will work extremely closely with the Principal and Senior Team to ensure that the Academy's vision, values and strategies are coherently delivered through actions by all staff in school, and that standards of academic progress, behaviour and character are high.

### We Offer

- Collaborative work environment in a school with a strong community ethos.
- Professional growth and development opportunities

- Private healthcare benefits
- Professional subscription to The Key and National College
- Supportive senior leadership team
- Free use of the academy's well-equipped gym facilities
- On-site parking (subject to availability)
- The Elizabeth Line is on our doorstep, giving both flexibility in travel and access to a wealth of places across London, Heathrow, Reading, Slough, Kent and the South East.

St Paul's Academy is committed to safeguarding and promoting the welfare of children and young people; it expects all members of staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

**Equalities:** To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

**Closing Date:** 10th May 2024

**Interviews:** 12th May onwards (TBC)

**External applicants** should complete the full application form which can be obtained from Lisa Way HR Officer at [recruitment@stpauls.greenwich.sch.uk](mailto:recruitment@stpauls.greenwich.sch.uk) or calling her on 0208 311 3868 Ext: 122.





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## Head of Art & Design JOB DESCRIPTION AND PERSON SPECIFICATION

### JOB DESCRIPTION

<b>Reports to:</b>	Senior Leadership Team
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>• Teaching staff</li><li>• Other relevant personnel within the Department</li></ul>
<b>Line Manages:</b>	Teaching staff for Art and Design
<b>Person Specification</b>	

In response to a changing educational landscape, the school's expectations of the role of the Head of Department are high and challenging. As a Head of Department you will be required to think and act strategically within the school's overall vision; you will need to be self-starting, reflective and energetic; you are expected to model a can-do attitude to staff, pupils and parents; you need to be highly responsive and adaptable.

# KEY ROLES AND PURPOSE

## LEADERSHIP

- To lead overall provision within the department as well as undertaking strategic responsibility for the promotion and development of the department across the school
- To have strategic responsibility for leading, managing and developing the provision across all Key Stages.
- To advise SLT on curriculum issues pertaining to the department and work with the Vice Principal for quality of education to realise the ambitions of the curriculum.
- To take an active role in developing staff outside of your subject area, e.g. leading INSET
- To lead and manage curriculum development in order to improve the quality of pupil learning; to raise standards of pupil attainment and achievement within the whole curriculum area; to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others, acting as a model of reflective practice, sharing and being open to best practice within and outside the department
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- To act as line manager for the teaching and other staff within the Department, usually acting as their team leader for performance management. (this may vary according to the size of the department).
- To evaluate the quality of provision and leaders for ART and contribute to the SIP and SEF for the school reflected in your departmental quality of education.

## PLANNING AND CURRICULUM DEVELOPMENT

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the Department, in accordance with the Academy's mission statement.
- To ensure that the curriculum is appropriately re-sequenced and planned.
- To give full support to the School's ethos and to develop pupils' positive attitude towards learning in accordance with the curricular policies determined by the Governing Body and Headteacher.
- To efficiently and effectively manage and deploy staff, financial and physical resources within the Department.

## CURRICULUM PROVISION & DEVELOPMENT

- To implement the intent and content of the Religious Education Directory.
- To liaise with the designated SLT member to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in line with school improvement priorities.
- To facilitate regular informal and formal regular assessment of pupil progress within the Department, including tests and internal examinations. This will include setting of examination questions, arrangements for any examinations and the marking of examinations and recording of results.
- To liaise with and support SLT and Heads of Year in the organising of subject examinations and mock examinations in the appropriate years.
- To lead, initiate, encourage and co-ordinate curriculum development for the whole Department.
- To keep up to date with national and statutory developments in the subject/curriculum area(s) and with teaching practice and methodology.
- To lead, initiate, encourage and co-ordinate teaching strategies that promote and enable high quality learning.

- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the designed SLT member to maintain accreditation with relevant examination and validating bodies.

## **OPERATIONAL/STRATEGIC ROLES**

- The day-to-day management, control and operation of course provision with the Department, including the efficient and effective deployment of staff and physical resources.
- To actively monitor and evaluate pupil progress and respond appropriately, to ensure standards of attainment and achievement are raised consistently.
- To implement School policies and procedures.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements and are updated where necessary.
- With the Headteacher, SLT and other Heads of Department to assist in the whole School self-review, evaluation process and the development and implementation of the School Improvement Plan (SIP).
- Communicate and effectively liaise with teachers and support staff within your department and across the school.

## **RECRUITMENT, DEVELOPMENT AND DEPLOYMENT OF STAFF**

- To work with the relevant SLT member to ensure that staff development needs are recognised and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff (where relevant).
- To undertake Performance Management Review(s) and usually to act as team leader for staff within the Department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Organiser.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff and act as a positive role model.

## **QUALITY ASSURANCE**

- To lead on the process of monitoring and evaluation of the Department in line with School procedures, including evaluation against quality standards and performance criteria, implementing modifications and improvements where required.
- To ensure that the Department's QA procedures meet the requirements of whole school self-review and evaluation.
- To enable, promote and encourage the sharing of good practice within the Department and between Departments.
- To demonstrate excellence in classroom practice.
- To monitor the performance of subject/curriculum area(s) within the Department with the relevant subject specialist(s) including an analysis of examination results.
- To develop a Departmental Action Plan (DAP) in response to this evaluation and the key objectives of the SIP.
- To work with members of the Department towards implementing the Departmental Action Plan and meeting the targets set within it.

- To establish common standards of practice within the Department and develop the effectiveness of teaching strategies in all subject/curriculum area(s).
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to these within the Department.

## MANAGEMENT OF INFORMATION AND DATA

- To evaluate and make use of performance data provided to improve the quality of teaching and learning in the Department.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on examination performance
- In conjunction with the relevant SLT member, to manage the Department's collection of data.
- To provide the Headteacher/Governing Body with relevant information relating to the Department's performance and development.
- To provide the Exams Officer with relevant, accurate information concerning the entry of pupils for public examinations.
- To assist the Exams Officer in ensuring that pupils are correctly entered for public examinations.

## OTHER DUTIES

The role of Head of Department is a key middle leadership position. Subject Leaders play a crucial role in ensuring that no child is left behind and that every young person has what they need to realise their vocation as God's work of Art.

The Head of Department is expected to model at all times the personal and professional conduct set out in Part 2 of the Teachers' Standards and act in line with professional standards and expectations at St Paul's Academy.

- You may be asked by the Headteacher to take on roles and responsibilities outside the job description
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes to the job commensurate with the grade and job title.

**THE POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**