



Excellence for All

Head of Creative Arts and Music Teacher

Responsible to: Assistant Headteacher

Grade: TLR2a

Working pattern: Full time

Statement of purpose:

- a) Responsibilities required of a class teacher in relation to the teaching of students with an Education, Health & Care Plan
- b) Wider school responsibilities
- c) Specific teaching and learning responsibilities

a) Subject Teacher responsibilities:

You will be required to:

- Support the Assistant Headteacher in which you teach in all matters of Department policy
- Ensure on-going assessment of students' work and abilities through comprehensive and detailed record keeping and where required moderated work in line with school guidance
- Provide suitably differentiated work to meet the individual needs of students in your teaching groups.
- Write annual reports, annual reviews and any other reports required by the Headteacher
- Attend annual review meetings and staff training
- Attend weekly meetings outside school hours relating to the work of the Department.
- Establish and maintain contact and good working links with parents
- Maintain good discipline within the parameters set down within school and Department guidelines.
- Establish and maintain good relationships with support staff working in the classroom
- Work, as required, in close co-operation with other staff in the Department
- Contribute to the design and provision of an engaging, challenging curriculum
- Contribute to the decision making process within Department and be actively involved in the implementation of Department action plans
- Where required work in partnership with other professionals as part of a multi-disciplinary team

b) Wider School Responsibilities

You will be required to:

- Be an active and involved member of the school
- Support the Headteacher in all matters of school policy
- Work for the advancement and development of the whole school being particularly aware of those problems, both organisational and administrative, which might affect the daily routine
- Show a sense of responsibility for all students within the school in all matters of welfare and discipline
- Attend staff meetings outside school hours or any other meetings, which the Headteacher considers to be important, not exceeding teacher directed hours
- Contribute to the decision making process within the school and be actively involved in the implementation of school action plans
- Work, where appropriate, in close co-operation with staff from other Departments

c) Specific teaching and learning responsibilities attached

- This may include Cross Curricula or Thematic Schemes of work
- Design and plan schemes of work for Cognition and numeracy. This will be used with **semi-formal and formal learners** taking account of any national requirements.
- Design and plan appropriate summative and formative assessment systems for cohorts of learners in collaboration with Leadership.
- Monitor the teaching of Creative Arts through Learning Walks and observation of teachers across the school.
- Organise and be part of student progress meetings when progress in Creative Arts is discussed with Class Teachers.
- Implement an appropriate moderation system both internally and externally for Creative Arts
- Contribute to the school development plan (SDP) and school self-evaluation form (SEF)
- Analyse data in Creative Arts to identify any gaps and act upon them.
- Identify and implement specific interventions in Creative Arts that accelerate student progress as required.
- Use subject expertise to train and coach teachers and support staff in the teaching Creative Arts
- Attend and contribute to Middle Leadership Meetings
- Keep abreast of local and national mainstream and SEN Creative Arts issues and new initiatives.
- Identify and purchase appropriate resources for the delivery of Creative Arts across the school and be responsible for the Creative Arts budget.
- Line manage and support the development of the Music HLTA

PERSON SPECIFICATION

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

Qualifications and Experience	<ul style="list-style-type: none"> Qualified Teacher with a strong background in working with students with special needs Experience / training in working with students in either the primary or secondary phases Experience or training in teaching music Proven ability to adapt curriculum delivery to support individual Creative Arts needs. Additional Qualification in Special Educational Needs Experience of teaching Creative Arts to students with SEN 	<ul style="list-style-type: none"> • E • E • E • E • E • D • E
Knowledge	<ul style="list-style-type: none"> Knowledge of current methodology in the education of students with special needs Ability to work as part of a team and manage the deployment of other adults working in the class Ability to work with other Curriculum Leads to make decisions and lead on the curriculum across the school Awareness of the role and importance of multi-professional working arrangements Ability to compose clear written reports and analyse data Ability to support on teaching and learning, curriculum developments and training across the school Able to construct an individualised curriculum / timetable for specific students Ability to form constructive relationships with parents Awareness of different communication systems (e.g. PECS, Makaton, AAC devices). Knowledge of music curriculum design 	<ul style="list-style-type: none"> • E • D • E

<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Skilled in using visual supports, social stories, and structured teaching approaches. • Ability to create and deliver personalised, engaging Creative Arts programmes and to be able to support teachers to do this • Competence in monitoring and tracking progress, using data to inform interventions. • Ability to work effectively as part of a team and plan jointly • Ability to work with other Leads from local schools (mainstream and special) • Commitment to undertaking a detailed induction programme if needed • Commitment to undertake additional training relevant to the post • Firm understanding of the subject in relation to students with special needs • Sound literacy and numeracy skills • Ability to make use of ICT to support students' learning • Able to confidently and competently apply knowledge and skills acquired from training into a practical context, in and outside formal classroom settings • Good planning and organisational skills • Ability to motivate and encourage students 	<ul style="list-style-type: none"> • E
<p>Work-related Personal Qualities</p> <ul style="list-style-type: none"> • Familiarity with EHCP processes and contributing to annual reviews. • Confidence in delivering training or workshops to staff and parents. • Be a reflective and self-evaluating practitioner • Flexible and adaptable • Confident in a variety of situations • Able to work independently and as part of a team • Effective communicator • Ability to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with children • Inspire trust and confidence • Passion for excellence and providing an outstanding education for all students • Being a reflective and self-evaluating practitioner • Passion for excellence and the capacity to enjoy the challenges associated with a motivated school committed to high professional standards in all aspects of its work 	<ul style="list-style-type: none"> • E
<p>Other Work-related Requirements</p>	

<ul style="list-style-type: none"> • Suitability to work with Children • DBS Check • Patient and resilient • Willing to attend training, including intervention training, and implement actions • Able to manage the physical aspects of working with children with SEN • Business insurance 	<ul style="list-style-type: none"> • E • E • E • E • E • D
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