

# BISHOP CHALLONER CATHOLIC COLLEGE



# JOB VACANCY

## Head of Art and Design

Principal - Dr J Coughlan

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## JOB ADVERT



**Head of Art & Design (Permanent Contract)**

**Required for September 2024**

**Salary: UPS/MPS + TLR 2c**

**Full-Time or Part-Time**

**NOR 1,235 including 245 in Sixth Form**

The Governors are seeking to appoint a highly skilled practitioner who is, or has potential to be, a dynamic and inspirational Head of Art & Design.

We welcome applications from candidates currently in similar roles or those aspiring to middle leadership. The successful candidate will also benefit from the support and line management of an Assistant Principal. For the right candidate we will also welcome applicants that would like to be considered for a part-time role. **Please make it clear in your application if part-time is what would wish to be considered for.**

The successful candidate will:

- Have a passion for their subject.
- Have excellent relationships with students and a belief that everyone can achieve their full potential.
- Be a great team player and work with other key colleagues to support the development of the Art & Design curriculum.
- Be a skilful and committed practitioner, able to inspire pupils.
- Be well organised, prepared to go the extra mile and see teaching as a vocation.

Bishop Challoner Catholic College is a highly successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and the Birmingham and Central Midlands Computing Hub. The school has recently been designated as a Microsoft Showcase School in recognition of its excellence in innovation and the effective use of technology. From September 2024 we will be launching our SCITT which will recruit and train the next generation of inspirational teachers. This is a measure of the high achievements of the school and its excellence in training and developing staff.

Bishop Challoner Catholic College provides a clear and structured professional growth model for middle leaders. We have a structured in-house programme of support specifically for middle leaders involving regular sharing best-practice meetings, coaching and mentoring for new middle leaders, and personalised support from senior leaders. Our Performance Management process is characterised by a focus on Professional Growth, using the process to identify and map out a long-term career plan, so you can be confident that you are getting the support to develop professionally in a way that supports your personal goals. All middle leaders have access to professional shadowing opportunities, coaching, innovations CPD, and CPD pathways in an area of pedagogy of your choice. Middle leaders are able to take part in NPQs with our Training School.

Bishop Challoner Catholic College is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. All short-listed applicants will be subject to an online search (**Safer Recruitment Guidelines**). The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, please visit our website [www.bishopchalloner.org.uk/vacancies](http://www.bishopchalloner.org.uk/vacancies) or contact Louise Furlong, Safeguarding and Recruitment Administrator on 0121 444 4161. Please note that we do not accept CV's and that all applications must be on the CES support application form.

Email completed applications to Louise Furlong at: [recruitment@bishopchalloner.bham.sch.uk](mailto:recruitment@bishopchalloner.bham.sch.uk) by the closing date.

**Closing date for applications is 12pm on Monday 26<sup>th</sup> February 2024.**

**Interviews will be held the week beginning 26<sup>th</sup> February 2024.**

Contact [recruitment@bishopchalloner.bham.sch.uk](mailto:recruitment@bishopchalloner.bham.sch.uk) for more details or to discuss your application.

# JOB DESCRIPTION



**Post:** Head of Art & Design  
**Reports to:** Assistant Principal  
**Responsible to:** The Governing Body  
**Start Date:** September 2024

This appointment is with the Governors of the school under the terms of the Catholic Education Service contract signed with the Governors as employers. The Governors will appoint a skilled practitioner who, by personal example and professional leadership, will ensure that the Art & Design department thrives.

The appointment is subject to the current conditions of service for teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Head of Department shall consult, where appropriate, the Governing body, the Diocese, the Local Authority, the staff of the school, the parents of its students and the parish served by the school.

This job description may be amended at any time, following consultation between the Head of Department and the Governing Body and will be reviewed regularly.

## Core purpose

- To lead the Art & Design department.
- To provide a high-quality Art & Design education for all students, enabling our mission to fulfil the potential of all of our students to be lived out.
- To work with the Principal and the Senior Leadership Team to develop and evolve the Art & Design Department ensuring the best opportunities for our pupils.
- Work towards and support the school vision outlined in the School Development Plan priorities

In addition to the job description for a qualified teacher, as a subject leader, the person appointed will undertake the following duties and responsibilities:

## Strategic direction and development of the subject

- Develop and ensure implementation of a whole-school policy for Art & Design in line with the aims and policies of the school.
- Use diocesan, national, local and school management data effectively, to monitor standards of achievement across the school in Art & Design.
- Produce improvement plans to develop Art & Design education.
- Monitor progress against the improvement plan and use this information to identify future developments.
- To report to Governors where appropriate.
- To be involved in the extra-curricular life of the school.

### **Teaching and Learning**

- Follow the requirements of the examination boards.
- Ensure curriculum coverage, continuity and progression in Art & Design education throughout the school.
- Ensure that teachers contribute to and understand the Art & Design curriculum intent.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of all pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Support self-evaluation of the Art & Design department by monitoring teaching and learning through lesson visits and pupil outcomes.
- Evaluate the teaching of Art & Design in school and use this analysis to identify effective practice and areas for improvement, and to take action to improve the implementation of the curriculum.

### **Leading and Managing Staff**

- Lead professional development for the Art & Design team through example and support.
- To ensure the behaviour policy is consistently implemented.
- Ensure Early Career Teachers, non-specialists and staff new to the department receive appropriate support.
- Work with specialist staff to ensure work is matched to pupils' needs, including those with additional needs.
- To make appropriate arrangements when staff are absent.
- Ensure that senior staff and governors are well informed about subject policies, plans and priorities.
- To lead the development of subject links with partner schools and community and to effectively promote open day/evenings and other events.

### **Accountability**

- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors, as required.
- Regularly review the progress of the department with senior staff.
- To appraise designated members of staff through school performance management procedures.
- Liaising with senior staff, establish resource requirements for the subject.
- Distribute subject resources to meet the objectives of the school in an effective and efficient way.
- Keep abreast of curriculum developments in Art & Design education.
- Ensure the working environment is stimulating and safe.

### **Other Professional Requirements**

- Must comply with all policies and procedures, specifically those relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality, and data protection.
- Establish and maintain positive working relationships with all stakeholders.
- Participate in meetings with stakeholders in line with the duties and responsibilities of the post.
- The Head of Art & Design should be committed to their own continuing professional development.
- Fully support the school in fostering its Catholic Life and Mission.
- Any other duties as commensurate within the grade and nature of the post, as directed, to ensure the smooth running of the school.

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or level of responsibility.

# PERSON SPECIFICATION



Head of Art & Design			
Qualities and Attributes	Essential	Desirable	Evidenced By
<b>Qualification</b>			
Qualified Teacher Status	✓		Application
Honours Degree or equivalent	✓		Application
<b>Experience</b>			
A keen interest in the ongoing developments in Art & Design education	✓		Application/Interview
Ability to assess the strengths and weaknesses of the intent of the Art & Design curriculum		✓	Application/Interview
Proven track record of successful teaching and learning, leading to positive improvement	✓		Application/Interview/Reference
<b>Professional development</b>			
Willingness to learn and develop professionally in a way that supports professional goals	✓		Application/Interview
Evidence of/or potential to lead and manage the Art & Design curriculum and staff	✓		Application/Interview/Reference
Recent in-service training in leadership and management		✓	Application/Interview
<b>Strategic Leadership</b>			
Evidence of leading a development within the Art & Design department and the successful outcome	✓		Application/Interview
Ability to analyse data and articulate how to monitor and evaluate the Art & Design curriculum and improvement plans	✓		Application/Interview
Evidence of managing curriculum change	✓		Application/Interview
A secure understanding of the requirements of the Ofsted framework re: Quality of Education	✓		Application/Interview
<b>Teaching and Learning</b>			
A secure understanding of the requirements of the National Curriculum Programmes of Study	✓		Application/Interview
Knowledge of a range of successful teaching and learning strategies to meet the needs of all students	✓		Application/Interview
A secure understanding of the use of assessment to inform next stage learning	✓		Application/Interview

Experience of effective monitoring and evaluation of teaching and learning	✓		Application/Interview
Good awareness of the key elements of successful behaviour management	✓		Application/Interview
An ability to teach GCSE Fine Art	✓		Application/Interview
An ability to teach A level Fine Art		✓	Application/Interview
<b>Leading and managing staff</b>			
Experience of working with a team of Art & Design staff	✓		Application/Interview
Evidence of leading events in an Art & Design department or whole school	✓		Application/Interview
<b>Accountability</b>			
Ability to communicate effectively, orally and in writing to a range of audiences	✓		Interview
Evidence of use of data for self-evaluation and improvement strategies	✓		Application/Interview
Secure understanding of Performance Management.	✓		Application/Interview
Demonstrate an awareness of managing underperformance	✓		Application/Interview
<b>Skills, qualities and abilities</b>			
Strong commitment to the mission of a Catholic school	✓		Application/Interview/Reference
Strong commitment to school improvement and raising achievement for all	✓		Application/Interview
High expectation of pupils' learning and attainment	✓		Application/Interview
Ability to build and maintain good relationships	✓		Application/Interview/Reference
Ability to remain positive and enthusiastic when working under pressure	✓		Application/Interview/Reference
Ability to organise work, prioritise tasks, make decisions and manage time effectively	✓		Application/Interview/Reference
<b>References</b>			
Positive recommendation in professional references	✓		Reference
<b>General</b>			
Committed to your own continuing professional development	✓		Application/Interview
Ability to promote and safeguard the welfare of our children and young people	✓		Application/Interview



## DEPARTMENT DETAILS



**Head of Department – Art & Design TLR 2c (Permanent Contract)**

### **Full-time or Part-time**

#### **Welcome**

I would like to thank you for your interest in applying for the above post. You now have the opportunity to join and lead a thriving and very successful Art & Design department built upon relationships of mutual respect between students and staff alike. Having had the chance to read our recruitment pack and find out a little bit more about our school and our department, I very much look forward to receiving your application.

#### **Staffing**

The Art and Design Department is a thriving team of expert practitioners with a total of 2 full-time teachers and 3 part-time teachers.

#### **Results**

Our results have been consistently high year on year.

August 2023 our students achieved:

- 85% grade 4 and above (GCSE)
- 35% grade 7 and above (GCSE)
- 100% grades A\* - E (A Level)
- 40% grades A\* - A (A level)

#### **Aims, Philosophy and Ethos**

In line with the aims of the school, the Art & Design Department aims to contribute to the overall education of our students by developing them to lead full and valuable lives. We provide students with a broad, balanced Art & Design curriculum, which is progressive, stimulating and challenging.

We believe that developing cultural and creative potential enhances learning and transforms lives. The Art curriculum is tailored to build on observational understanding – embedding the ability to see, to understand, to react. Art exists to evoke, whether it is feelings, thought, conversation or change; it is a subject of power. It creates space for personal investigation; one of the few subjects where students can explore their passions through an independent journey of themes and processes. Our aim is to produce engaged learners that create purposeful work and leave them feeling empowered by their own abilities, knowledge and practice. We develop individuality by exploring authentic ideas, providing students with the skills to transform them into a reality for all to see, hear and experience.

Art has an immense presence within the school and wider community: through exhibition of work in multiple sites, as well as greatly received public art installations throughout the academic year coordinated by the Arts Hub team. Extra-curricular art club is hugely popular and provides space for our young artists to work on personal projects, as well as building experiences away from lessons for more high ability students. Study trips to London and Birmingham provide further exposure of artists and curation of art in different spaces and contexts.

The Artist in Residence scheme creates a connection for past and present students to work collaboratively to create installation work. Art alumni are celebrated for their creative journeys and careers and present students appreciate the opportunity to see where the subject can lead.

In addition, we are very much an outward facing school looking to develop strong partnerships with our partner schools and organisations. We work closely with our feeder primary schools and primary and secondary schools further afield to provide CPD and bespoke support.

### **Key Stage 3 Curriculum Overview**

Our curriculum has been carefully mapped out to meet the requirements of the Department for Education's Art and Design curriculum whilst also reflecting the needs of our students at Bishop Challoner. By the end of key stage 3, our aim is that all students have been exposed to a range of exciting, challenging and diverse materials, processes and techniques that have created a foundation level of skill and understanding in order to progress as artists. They will be able to work under a range of themes to recreate different artists' works, as well as devising their own as a form of response to their findings. Key drawing, painting, print, photography, sculpture and mixed media skills will be introduced and explored, ready to be embedded in later years. Artistic ability will be extended through direct instruction and constant specialist modelling, resulting in experimental and resolved pieces. They should then have the right tools to enter into a higher level of art education with the confidence to explore and adapt their own artistic practices based on their previous KS3 studies.

### **Themes studied at KS3:**

- Year 7: 'Natural Form', 'Still Life & Colour' & 'Recycled Surface: Folds'
- Year 8: 'Collections & Memory', 'Architecture & Perspective', 'The Ever-Changing Landscape'
- Year 9: 'Artistic Movements from 1500 – present day', 'Protest Portraits'

### **Key Stage 4 and 5 Curriculum Overview**

Students in Year 10 and 11 follow the AQA GCSE Fine Art specification. Students in the Sixth Form can opt for A-Level Fine Art (AQA) ensuring a seamless transition for students from their Key Stage 4 course. A level Fine Art is a popular and diverse subject where students produce sophisticated and mature outcomes; many go on to exciting arts-based studies and wider career prospects.

I hope this gives you an insight into our department.

Best wishes and I look forward to receiving your application.

M Moon

**Assistant Principal**

m.moon@bishopchalloner.bham.sch.uk