



Head of Creative Learning

Job Description & Person Specification

www.celtrust.org



Job Description

- Reporting to:** A member of the Senior Leadership Team
- Key Contacts:** Leadership Team, Teachers, Support Staff, Students, Parents
- Location:** Based at Poltair School but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
- Salary Grade:** MPS/UPS plus Leadership Allowance TLR 2C

Core Purpose:

The subject leader will take lead responsibility for providing strategic leadership and management for Creative Learning (Art, Creative Media Production, Design Technology, Drama (KS3)/ Performing Arts (KS4), Food Technology (KS3)/ Hospitality and Catering (KS4) and Music) to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Faculty Structure:

Faculty Lead	Head of Creative Learning
Additional Subject Leads in the Faculty	<ul style="list-style-type: none">❖ Curriculum Team Leader for Art❖ Curriculum Team Leader for DT
KS3 Subjects	<ul style="list-style-type: none">❖ Art❖ Design Technology❖ Music❖ Performing Arts
KS4 Subjects / Qualifications	<ul style="list-style-type: none">❖ GCSE Art❖ GCSE DT❖ BTEC Engineering❖ Music Qualification❖ BTEC Performing Arts❖ BTEC Creative Media Production

Principal Responsibilities:

Strategic direction

- ❖ Develop and implement policies for Creative Learning in line with our school's commitment to high quality teaching and learning
- ❖ Promote the subject, its importance, and the value that it brings across the school and within the community
- ❖ Contribute to an exceptional programme of enrichment opportunities, that build students' enjoyment, enthusiasm and interest in learning
- ❖ Have a thorough understanding of how well Creative Learning is being delivered and the impact it has on student achievement
- ❖ Use this understanding to feed into the school development plan and produce an action plan for Creative Learning
- ❖ Line Manage Subject Leaders for Art and Design Technology in leading the curriculum and quality of teaching in their respective subject areas
- ❖ Promote students' spiritual, moral, social, cultural, physical, and mental development alongside British values in the teaching of the subject
- ❖ Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- ❖ Work with the SENCO to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities
- ❖ Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- ❖ Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- ❖ Liaise with our feeder primary schools on the transition to secondary school to ensure that progression is built into the curriculum
- ❖ Liaise with the Trust within subject groups on subject-related events, projects and activities

Leading the curriculum

- ❖ Oversee the construction of a Creative Learning curriculum that is:
 - Ambitious for all students including those from disadvantaged backgrounds and those with SEND
 - Broad and balanced so that it at least fulfils the requirements of the national curriculum
 - Coherently planned and sequenced to enable cumulatively sufficient knowledge and skills for future learning and employment to be acquired across the key stages
 - Relevant locally, nationally and globally
 - Linked clearly to aspects of Spiritual, Moral, Social and Cultural education; Personal Development; and Fundamental British Values
- ❖ Develop and review regularly the vision, aims and purpose for the Creative Learning subjects (intent)
- ❖ Liaise with Trust leaders to evaluate the quality of the curriculum and ensure that it remains highly effective for all students
- ❖ Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- ❖ Ensure the planned curriculum is effectively and consistently implemented across the school

- ❖ Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- ❖ Have an overarching responsibility for students' achievement and standards in the subject area

Leading and managing staff

- ❖ Establish an effective team and communicate effectively and regularly to keep staff informed on any developments or changes
- ❖ Lead highly effective subject improvement meetings and data driven discussions so that they are strategic and lead to improvements to the curriculum and teaching
- ❖ Provide support and direction to staff regarding teaching and learning, resources, and planning in the subject area
- ❖ Quality assure teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school
- ❖ Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- ❖ Liaise effectively with exam boards to ensure that teachers understand and are familiar with the specifications that are being delivered
- ❖ Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- ❖ Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy
- ❖ Contribute to timetabling and manage setting students into attainment groups

Efficient and effective deployment of resources

- ❖ Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- ❖ Audit, check and manage resources to ensure they are up to date and match student and curriculum needs
- ❖ Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- ❖ Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home due to coronavirus

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education & Training	<ul style="list-style-type: none"> • QTS • A good quality degree in at least one of the specialist subject areas • An excellent track record of recent, relevant professional development 	<ul style="list-style-type: none"> ▪ Accredited leadership course e.g. NPQSL / NPQML ▪ Masters degree 	Application Form / Interview
Skills & Knowledge	<ul style="list-style-type: none"> • Evidence of being an outstanding practitioner • Expert knowledge of the National Curriculum, particularly the subjects responsible for • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the subject • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students 		Application Form / Interview

	<ul style="list-style-type: none"> • An ability to analyse data and information, identify patterns and trends and to formulate strategies for improving learning • Ability to communicate a vision and inspire others • Prioritise and manage own time effectively, work under pressure and to deadlines • Knowledge of guidance and requirements around safeguarding children • Effective communication and interpersonal skills • Strong IT skills 		
Leadership & Management	<ul style="list-style-type: none"> • Work effectively both as a leader and as a member of the subject team • Ability to initiate, lead and manage change • Prioritise, plan and organise • Set high standards and act as a role model for students and staff • Deal sensitively with people and resolve conflicts • Liaise effectively with other organisations and agencies 	<ul style="list-style-type: none"> • Ability to motivate all those involved in the team • Ability to think creatively and imaginatively to anticipate, identify and solve problems 	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to inspire confidence in staff, students, parents and others • Reliability, integrity and stamina • Vision, imagination and creativity • Effective communication and interpersonal skills • Demonstrates good judgment 	<ul style="list-style-type: none"> • Personal ambition and potential for further promotion 	Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



CORNWALL EDUCATION LEARNING TRUST