



## **Application Guidance**

Thank you for your interest in the position of Teacher of Art and Technology.

Please find attached a Job Description and Person Specification for the post, which will give you more information about the job, and the type of person we are looking for to fill the position. You will also find a copy of our application form to complete.

Completed application forms should be sent to Mrs Elizabeth Hill, Business Manager, at the school address. *CVs will not be accepted.*

Applications will also be accepted by e-mail, but these will need to be signed at the interview stage [info@colchesterhighschool.co.uk](mailto:info@colchesterhighschool.co.uk).

**Closing date for applications: Midday Wednesday 10 May 2017**

**Interviews week commencing 15 May 2017**

If you would like to find out more about us as a school please visit:  
[www.colchesterhighschool.co.uk](http://www.colchesterhighschool.co.uk).

We regret that we are unable to reply to each applicant; therefore, if you do not hear from us within 6 weeks of the closing date for this post you should assume that you have been unsuccessful on this occasion. If you prefer, you may enclose a stamped, addressed postcard for us to acknowledge receipt of your application.

We look forward to receiving your application.



## Job Description

<b>Job Title:</b>	Teacher of Art and Technology (Maternity Cover)
<b>Salary:</b>	Dependent on existing salary and experience
<b>Reporting to:</b>	Head of Department / Head of Senior School on a day to day basis
<b>Location:</b>	Colchester High School, Wellesley Road, Colchester, Essex CO3 3HD

### **POST TITLE: Art and Technology Teacher (Maternity Cover)**

#### Experience

- Exemplary classroom practitioner
- Experienced teacher of Art and Technology
- An awareness of curriculum issues relating to Art and Technology
- Meeting the needs of students with Special Educational Needs and the Gifted and Talented
- Awareness and promotion of the use of ICT in the Art and Technology curriculum
- Pastoral work in a school setting

#### Qualifications

- Degree in an appropriate Art and Technology related discipline
- PGCE or other appropriate teaching qualification

#### In-Service Training

- Up to date subject knowledge and skills
- A programme of relevant recent courses undertaken

#### Skills

- High order administrative skills
- An ability to lead and inspire pupils of all abilities
- Establish clear expectations and constructive working relationships amongst staff and pupils
- An ability to motivate and encourage participation in Art and Technology both inside and outside the classroom

- Proven communication, organizational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- ICT competence
- Personal Skills and Qualities
- Confidence, tenacity, flexibility and adaptability
- High level Emotional Intelligence
- Empathy for pupils, parents, staff and the community
- Energy and commitment
- A sense of humour and can-do attitude

The above list is not exhaustive and you may be required to undertake other duties that are generally in line with the above responsibilities from time to time.



## Person Specification

### Art and Technology Teacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Fully accredited Qualified Teacher Status</li> <li>• If Qualified post Sept. 1999, successful completion of the Induction Year.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful Completion of a Returning to Teaching course (If the applicant has had a break from active service)</li> <li>• Evidence of recent significant further professional development (INSET)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Effective communication &amp; interpersonal skills – relate with tact &amp; discretion to people at all levels</li> <li>• Articulate – able to convey educational information to parents and pupils.</li> <li>• Attention to detail.</li> <li>• Ability to multi-task.</li> <li>• A thorough and up to date knowledge of his/her subject specialism.</li> <li>• Knowledge of child protection guidelines and procedures.</li> <li>• The ability to use a range of classroom management and teaching strategies</li> <li>• The ability to challenge and support all pupils to ‘do their best’.</li> <li>• Basic understanding and competence in ICT.</li> <li>• The ability to be flexible in adapting to different methods of lesson planning, work presentation, classroom organisation and codes of behaviour management.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Positive Behaviour Management</li> <li>• Knowledge of the SEN Code of Practice and its application</li> </ul>

<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Team worker.</li> <li>• Self motivated &amp; able to work on own initiative.</li> <li>• Able to think flexibly &amp; laterally.</li> <li>• Willing to take an active part in all aspects of school life.</li> </ul>	<ul style="list-style-type: none"> <li>• Sensitivity to the need to respect the 'ownership' of information gained from schools and observe professional discretion.</li> <li>• An ability to accept responsibility for planning and sustaining his/her own professional development.</li> <li>• Willingness to contribute to whole school initiatives and support school improvement programmes.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching within the age range for which the applicant is applying</li> <li>• Successful teaching within the requirements of the national curriculum</li> <li>• Experience of working as part of a school team developing whole school policies</li> <li>• Experience in planning and managing the work of classroom assistants/learning support assistants</li> </ul>	

### **WELFARE OF CHILDREN**

Colchester High School is committed to safeguarding and promoting the welfare of children and applications must be willing to undergo child protection screening appropriate to the job, including checks with past employers, and an Enhanced Disclosure via the Disclosure & Barring Service.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.