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| **Belmont Park School**  **Job Description: Teacher of Art and Design** |
| **Main Duties and Responsibilities** |
| * Promote and safeguard the welfare of children and young persons for whom you come into contact. * Plan and prepare courses and lessons * Teach, according to their educational needs, the groups assigned to you, including the setting and marking of work. * Inspect all student portfolios regularly and insist they are kept in good order. * Promote the general progress and well-being of students in your care. * Provide students with guidance on educational and social matters relating to their studies and future career. * Provide a detailed typed report on each student as required. * Communicate and consult with parents and other persons or agencies outside the school as required. * Participate in any arrangements for further training and professional development. * Review methods of teaching and programmes of work as necessary. * Keep all teacher materials up-to-date. * Lead on the preparation and introduction of new courses and schemes of work as appropriate. * Promote Art within the school and contribute material to the website. * Maintain good order and discipline with you students both inside and outside the classroom. * Take good care of your teaching space and all teaching materials provided by the school. * Stand in for a colleague should he/she be away. * Set work for your classes if you are away from school for any reason. * Participate in supervisory duties as required. * Safeguard the Health and Safety of students in your care. * Participate in arrangements for preparing students for their external examinations including marking and recording course work. * Providing individual help for students as required. |
| **Safeguarding Children** |
| In accordance with the school’s commitment to follow and adhere to the Department for Education’s guidance entitled “Keeping Children Safe in Education 2015” and “Safeguarding Children and Young Vulnerable Adults Policy 2015” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the students and the school.  You are required to know and comply with the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People October 2015’. You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times. |
| **Confidentiality** |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Belmont Park School, or to the health and personal affairs of pupils and staff. Under no circumstance should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. |
| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with terms and conditions of the Data Protection Act 1984 and are properly applied to pupil, staff and school business/information. |
| **Freedom of Information** |
| The post holder must be aware that the public could, in theory request any information held by the school, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School’s policies and procedures. |
| **Smoking/Intoxicants Policy** |
| No smoking or intoxicants are permitted in any part of the premises or ground managed, leased or owned by Belmont Park School. No smoking or intoxicants are permitted in any school vehicles or in any vehicle parked on any school premises. Smoking of any product and the consumption of alcohol are strictly forbidden. |