



# BROMSGROVE SCHOOL WINTERFOLD

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Applicant information for the post of

## Head of Art



## Head of Art

To ensure a high quality learning experience that provides pupils with the opportunity to achieve their potential and to undertake an appropriate teaching commitment and associated duties in accordance with school policy

Reporting to:	Headmistress
Responsible for:	Teaching of Art (with some additional prep subjects)
Liaising with:	Academic Deputy Head, teaching and support staff and parents
DBS check:	Enhanced level
Working time:	Full-time
Salary:	Qualified Teacher Main Scale (according to salary assessment)

### Teaching and Learning

- Plan and prepare lessons
- Teach pupils according to their educational needs, including the setting and marking of work carried out by the pupils
- Communicate effectively and professionally with parents on pupil progress and welfare, after consultation with appropriate staff
- Liaise with the Pastoral Deputy Head to ensure the implementation of the school's pastoral system, including the identification of any perceived pupil difficulties and possible resolutions
- Register pupils, accompany them to assemblies, participate in extra-curricular activities and other school events as appropriate
- To prepare and update subject materials
- Ensure wall displays and the learning environment support and reflect Learning and Teaching
- Take on the role as a Form Tutor with all the pastoral responsibilities this entails
- Share in the management of the behaviour of pupils
- Maintain appropriate records for iSAMS
- Take part in marketing activities such as Open Days
- Mark, grade and give written/verbal feedback as required
- Provide end of term written reports
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### Personal and Professional Development and Conduct

- Lead by example and promote and enable team work in pursuit of excellence
- Take part in the school's staff development programme by participating in arrangements for further training and professional development
- Understand the importance of inclusion, equality and diversity both when working with pupils, parents and colleagues
- Follow the school's agreed policies for communications in the school
- Co-operate with other staff to ensure resources are shared and used effectively
- Be courteous to colleagues and provide a welcoming environment to visitors
- Take a proactive approach to health and safety in order to minimise and mitigate potential hazards and risks

### General Responsibilities

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake such duties and responsibilities as may be agreed with the Headmistress
- Actively promote the school's policies, procedures and codes of practice

This job description is current at the date shown. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants, or for any employee who develops a disabling condition

## Person Specification

### Education, Qualifications and Knowledge

**Essential:** Qualified Teacher Status  
A single or combined honours degree  
Good understanding of the Key Stage 2/3 National Curriculum

### Relevant Teaching Experience

**Essential:** The post would be suitable for an ECT  
Proven record of raising standards of attainment and achievement  
Experience of making accurate and productive use of assessment  
Competent using IT to support teaching and wider professional activities

**Essential:** To teach Games and take children to away fixtures

### Key Skills, including interpersonal skills

**Essential** Ability to work independently and as part of a team  
Good interpersonal skills: ability to work constructively with colleagues, pupils and parents  
A commitment to the School ethos  
Resilience and ability to work under pressure  
Good classroom management skills  
Ability to motivate pupils of all abilities

### Work Circumstances

**Essential** Work flexibly as the workload demands

## How to Apply

Informal discussions are available with the Headmistress of Winterfold School.

Please complete the online Application Form. **The closing date for all applications is 21 May 2026**

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.*

