



facta non verba – actions not words

JOB DESCRIPTION

Art, Design & Technology Teacher (Prep Years 1–6)

Promote and exemplify the School Vision

‘To provide within a nurturing and respectful community, a diverse and inspirational learning experience delivered by skilled, passionate staff to motivated pupils. We aim to empower each child towards striving for excellence and fulfilling their full potential.’

Promote the School Values

C – Care
O – Opportunity
R – Respect
E – Excellence

Key Responsibilities

- Plan, prepare, and deliver inspiring and high-quality Art and Design & Technology lessons across all Prep year groups (Years 1–6).
- Cultivate a culture of creativity, curiosity, and innovation within the subject areas.
- Promote and elevate the status of Art and Design & Technology within the school community.
- Plan engaging projects that reflect cross-curricular links and contemporary artistic and design practice.
- Lead and coordinate whole-school art and design displays, exhibitions, and enrichment events.
- Ensure appropriate provision of resources, materials, and equipment for all lessons and projects.

- Assess, record, and report on the progress and attainment of pupils, in line with school policy.
- Contribute to curriculum development and long-term planning within Art and DT.
- Embody and promote the school's values of Unity, Excellence, and Innovation in all professional practice.

Relationships (including accountability)

- The post holder is accountable to Head and the Deputy Head
- The post holder seeks to establish professional working relationships with colleagues and parents
- To be sensitive to the co-educational needs of the pupils
- Participate in arrangements for professional development

Duties and Responsibilities

- Deliver engaging, inclusive, and challenging Art and DT lessons tailored to the developmental needs of each year group.
- Encourage creative risk-taking, problem-solving, and reflection through hands-on practical learning.
- Maintain an organised and inspiring learning environment, showcasing pupils' work throughout the school.
- Develop schemes of work that promote creativity, design thinking, sustainability, and craftsmanship.
- Integrate digital tools and technologies into lessons where appropriate.
- Track and monitor pupil progress, maintaining accurate assessment records and providing constructive feedback.
- Promote high standards of behaviour and work ethic within a positive and supportive classroom atmosphere.
- Collaborate with other staff to contribute to cross-curricular projects, special events, and exhibitions.

Health & Safety

- Ensure safe use of materials, tools, and equipment at all times in line with school Health & Safety policy.
- Maintain a safe working environment in the Art and DT spaces.
- Be responsible for the security, care, and maintenance of all Art and DT resources.
- Promote awareness of health and safety procedures to pupils during practical activities.

General

- Participate in staff meetings, assemblies, and school events as required.
- Support whole-school initiatives and contribute to a positive school ethos.
- Engage in ongoing professional reflection and self-development.
- Demonstrate high standards of punctuality, conduct, and professionalism at all times.

Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible or with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement. If, while carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report concerns immediately to one of the School's Designated Safeguarding Leads or to the Head Teacher.

This job description is not intended to be exhaustive and the post holder may be required to carry out other duties as necessary and commensurate with the role.