**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

|  |  |
| --- | --- |
| **Job Title** | Arts Lead |
| **Hours** | 40 hours p/w |
| **Working Weeks** |  |
| **Salary** |  |
| **Responsible to** | Curriculum Lead |
| **Responsible for** | Curriculum Design & Delivery to Key stages 3 & 4 |
| **Purpose of Job** | Develop and implement a creative, engaging, and inclusive arts curriculum that caters to the unique needs of SEN pupils.  Adapt lesson plans and teaching methods to ensure accessibility and success for students with PDA, autism, trauma, and SEMH difficulties. |

|  |  |
| --- | --- |
| **DOVECOTE SCHOOL VISION**   1. We strive to equip all students with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active. 3. The learning community is underpinned by environmentally sustainable values and practices. 4. Student voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff, and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of everyone |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy, and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence, and resilience to face future challenges |

**MAIN DUTIES & RESPONSIBILITIES**

* Develop and implement a creative, engaging, and inclusive arts curriculum that caters to the unique needs of SEN pupils.
* Adapt lesson plans and teaching methods to ensure accessibility and success for students with PDA, autism, trauma, and SEMH difficulties.

**Leadership & Collaboration:**

* Lead the arts department by mentoring staff and fostering a culture of creativity and continuous improvement.
* Collaborate with teaching staff, SEN coordinators, and external arts professionals to integrate arts across the broader curriculum.
* Organise and lead extracurricular arts projects, workshops, and community events that enhance the school’s creative profile.
* Direct line management of classroom staff.

**Student Support & Wellbeing:**

* Employ adaptive teaching strategies to support the emotional and social well-being of students.
* Monitor, assess, and document pupil progress, tailoring approaches to individual needs.

**Community Engagement & Development:**

* Build partnerships with local arts organisations and community groups to enrich the arts provision and provide additional opportunities for students.
* Promote a safe, stimulating, and inclusive learning environment that celebrates diversity and fosters self-expression.

**Key Lead duties**

* To act as the Arts programme, lead leading on the planning, implementation, and evaluation of Arts via keyworkers and across the wider school provision.
* To provide all the necessary schemes and practical materials for the delivery of Arts by key teaching staff and LSA’s.
* To provide guidance to keyworkers alongside the SENCo regarding differentiated teaching of the Arts through high quality delivery and resources
* To develop the delivery of accredited art, dram and music qualifications as part of the Arts programme which prepares students for the wider world.
* To ensure arts is mapped across the curriculum, with a clear system in place for evaluating student progress.
* To have responsibility for the development and implementation of the school’s Arts strategy.
* To model high standards of Quality first teaching in their classroom and develop a culture of sharing good practice amongst all staff involved in delivering the Arts programme.

**Professional Development & Administration:**

* Engage in ongoing professional development and share best practices with colleagues.
* Participate in staff meetings, school events, and contribute to the overall strategic development of the school’s arts provision.
* Stay informed about current trends, research, and best practices in special education assessment and referral.
* Participate in relevant professional development opportunities to enhance skills and knowledge.
* Deliver and meet all KPI’s set annually as part of school bonus system (after successful completion of probation period)

**Documentation and Record Keeping:**

* Maintain accurate and up-to-date records of assessments, referrals, and related documentation.
* Ensure compliance with all relevant regulations and policies regarding student records.

**Resource Coordination:**

* Identify and coordinate external resources and professionals, such as speech therapists, occupational therapists, and behaviour specialists, to support the assessment and referral process.

**Practice**

* Ensure that all students, adults, and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Ensure every step necessary to ensure that students are protected from neglect, abuse, and exploitation.
* Maintain strict confidentiality.
* Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

**Safeguarding**

* Ensure that the Safeguarding Policy is always followed.
* Ensure that any safeguarding concerns are reported and followed up without any undue delay.
* When required, complete fact-finding investigations for safeguarding allegations.

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

**Equal Opportunities**  
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to always comply to the Companies EO Policy and Guide to Equality document.

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Bright, confident personality well-presented and highly personable. * Highly methodical and organised. * Flexible approach with the ability to work unsupervised. * Able to make the most efficient and effective use of resources. * Be accountable, honest, and reliable. * Provide individuals with confidence, inspiration, direction, and guidance. * Understanding and empathy with the work of the school * Emotional resilience in working with challenging behaviours. * Self-motivate with a positive attitude. * Develop innovative solutions. * Happy face, the face of Dovecote * Willingness to contribute to extra-curricular activities. |  |
| **Knowledge & Experience** | * Experience of using differentiated quality first teaching techniques to positively support students to learn and engage. * Experience of curriculum planning and implementation. * Leadership experience * Knowledge and understanding of the principles of teamwork. * Self-motivated and committed to self-development. * Successful previous experience of performance management against teaching standards. * Understand ASC/PSA/anxiety, SEMH, SCLN and trauma profile. * Non-discriminatory practice * Successful experience of working with students to achieve accredited outcomes * Good understanding of Safeguarding legislation, policy, and procedures. * Comprehensive knowledge of Health and Safety Legislation | * Working with children and young people who have experienced trauma/ASC/ADHD/PDA and anxiety * Mental health understanding * Understanding of the processes of self-evaluation in relation to school improvement * Knowledge and understanding of strategies for raising the personal and academic achievement of all students. * Knowledge and understanding of the use of assessment for learning. * Knowledge and understanding of new technologies and their use and impact to support learning. * Knowledge and understanding of the collection and use of data to support. |
| **Qualifications** | * Bachelor's degree in education, psychology, special education, or a related field. * QTS * Experience working in a special education environment. * Knowledge of assessment tools and procedures for students with special education needs. * Strong communication and interpersonal skills. * Organisational skills and attention to detail. * Familiarity with relevant regulations and policies in special education. | * SEN qualification |
| **Working Conditions** | * The ability to be physically able to perform your duties as recognised in CPI – MAPA. * A satisfactory DBS will be required for all employees. * Must be able to drive and use own car due to assessments. |  |

.

This role is crucial in ensuring that students with special education needs receive the appropriate support and services to facilitate their academic and personal growth. The Assessment and Referral Coordinator plays a vital role in creating a collaborative and effective special education program within the school.

**Notes:**

This job description may be amended at any time in consultation with the postholder.