



Mellor Community Primary School

JOB DESCRIPTION

Job Title:	Creative Lead Teacher and Art Centre Manager		
School:	Mellor Community Primary School		
Reports to:	Headteacher, Assistant Head responsible for Art/D&T and Governing Body	Grade:	MPS1 – UPS3 (+0.8 TLR 2a)
Key Areas of Responsibility:	Promote creativity across the school and manage the provision at Cross Corners Arts Centre for Mellor pupils and the wider community.	Salary:	£20,571 - £33,283 (0.8FTE) (£2,297.60)
Additional:	Staff training/provide support to Art/D&T Subject Lead/Work with the Creativity Council/PPA cover	Term:	Permanent Part-Time 0.8 FTE

JOB PURPOSE SUMMARY

To take a lead role in promoting creativity across the school and managing the provision at Cross Corners Arts Centre for Mellor pupils and the wider community. This will include planning and teaching arts enrichment sessions for whole classes of pupils. Developing and supporting links with external agencies in order to source a wide range of arts opportunities and researching and pursuing funding opportunities. In addition, up to 1 day of PPA cover will be included in the role.

KEY RESPONSIBILITIES

Strategic Planning

- In conjunction with the Headteacher and Assistant Headteacher, develop the Arts strategically within the school/at Cross Corners to provide staff, pupils and parents with a wide range of enrichment opportunities.
- To support with the writing and evidencing of the schools Platinum ArtsMark statement/accreditation.
- To monitor the impact of creative events ensuring monitoring reports are produced to required deadlines.
- To keep up-to-date with arts development strategies and initiatives.

Teaching Responsibilities

- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document the Professional Teachers Standards and school policies as appropriate to the role.
- To facilitate and encourage learning which enables pupils to achieve high standards, to share and support in the corporate responsibility for the wellbeing, education and positive behaviour management of all children.
- Plan and teach arts enrichment sessions at Cross Corners Arts Centre for pupils across the school.
- Provide CPD and support to other teachers/staff within the school.
- Undertake up to 1 day of PPA cover per week teaching aspects of the arts curriculum for the year groups being covered.
- Liaise with class teachers as needed, providing them with updates regarding the progress and behaviour of children.
- Take responsibility for promoting and safeguarding the welfare of children within the school.

Arts Centre Management

- Be proactive in researching and leading on whole school art-based initiatives.
- Consider ways of utilising the Arts Centre to bring in further revenue to the school's budget e.g. providing chargeable CPD opportunities, running Discover Arts Award days for other schools etc.
- To establish links and partnership working with external arts/cultural organisations and the local community.
- To develop the scope and quality of arts provision at Cross Corners Arts Centre.

- To oversee and monitor spending for Arts Enrichment/Community Arts Projects.
- To collect and use feedback from pupils to further enhance arts provision at Cross Corners Arts Centre.
- To work with the school's Creativity Council to continue to promote arts across the school.
- Organise, promote and oversee creative events for the wider community e.g. exhibitions, family art sessions, parent workshops.
- To ensure that all Arts Events are appropriately risk assessed and comply with Health & Safety requirements.

Additional Duties

- Ensure that safety hazards are monitored and that health and safety guidelines are adhered to.
- Take responsibility for locking/unlocking and securing the Cross Corners Arts Centre site.
- Undertake lone working at Cross Corners Arts Centre as and when required.
- Undertake Paediatric First Aid Training every three years.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Assist in ensuring compliance with copyright, GDPR and other licensing requirements.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Undertake any other reasonable duties that are commensurate with the post, as required by the Headteacher

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed and amended in negotiation with employee in the future.

Mellor Community Primary School is committed to safeguarding children and expects all staff and volunteers to share this commitment. We follow safer recruitment practices to protect children and vulnerable adults. Staff are subject to enhanced DBS checks.

Signature of Post Holder: _____

Date: _____

Signature of Headteacher: _____

Date: _____