



Mellor Community Primary School

PERSONNEL SPECIFICATION

Job Title:	Creative Lead Teacher and Art Centre Manager		
School:	Mellor Community Primary School		
Reports to:	Headteacher, Assistant Head and Governing Body	Grade:	MPS1 – UPS3 (+0.8 TLR 2a)

Job Requirements: Essential (E) or Desirable (D).		E/D
A. Training & Education	Degree or equivalent in an Arts-based subject	E
	Literacy and numeracy skills sufficient to perform the job tasks	E
	Qualified Teacher Status	E
	Evidence of leadership experience	D
B. Knowledge/ Experience	At least three years of teaching experience	E
	Be a proven outstanding practitioner	E
	Experience of leading/delivering CPD for other teachers/members of staff	E
	An understanding of progression within the key skills of Art	E
	Experience of creative and innovative approaches to learning and teaching	E
	Experience of developing and maintaining links with external arts/cultural agencies	E
	Experience of leading art-based enrichment opportunities	E
	Have a range of expertise across the Arts e.g. textiles, printing, dance, drama, film-making etc	E
	Experience of harnessing pupil voice to develop projects/drive improvements	E
	Knowledge/experience of the Arts Award experience	D
	Be an accredited Discover Arts Award Assessor	D
	Knowledge of the ArtsMark Framework	D
	Experience of working towards ArtsMark accreditation	D
	Understanding/experience of financial planning and budget control	D
Experience of writing successful funding bids	D	
Experience of writing press releases, creating adverts for publicity, reports, letters	D	
Experience of managing projects, including organising events	D	
Knowledge and understanding of KCSiE 2021 and the statutory responsibilities for safeguarding children	E	
D. Other Skills	Excellent verbal and written communication and organisational skills.	E
	Good IT skills	E
	Able to work in a team, with a flexible outlook, strong self-motivation and able to work without supervision.	E
E. Other Conditions	Willingness to undertake lone working as role dictates	E
	Willingness to secure Art Centre site (lock, set alarm etc)	E
	Willingness to undertake First Aid Training every three years	E
	Must satisfy relevant pre-employment checks, e.g. DBS, Barred List etc.	E