

Cedars Academy Trust  
 JOB DESCRIPTION & PERSON SPECIFICATION  
 Creative Arts Practitioner (Teacher) EYFS-KS3



Salary/Grade: MPS + SEN allowance

Responsible to: Head of School/Head of AtL

Job Description

Summary of the role:	To plan, deliver and assess the creative curriculum for EYFS-KS3
Accountable to:	Head of School/Head of AtL
Line management responsibility for:	Support Staff working with you
Main duties and responsibilities:	<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with teaching teams to plan and organise creative opportunities and experiences. To provide guidance to Teaching Assistants in their support of the delivery of these experiences, which takes account of the range of ability and prior achievement of students within a group and the individual learning and emotional needs of students</li> <li>• Use or oversee, a range of appropriate pedagogical and therapeutic approaches which incorporate processes to ensure that effective learning has taken place</li> <li>• To keep up-to-date and organised records of children’s achievements</li> <li>• Fully adhere to the Academy assessment policy and procedures</li> <li>• Make effective use of resources and learning technology, including symbol software</li> <li>• Create a purposeful, positive and supportive environment, sensitive to equal opportunity, individual needs and health and safety issues</li> <li>• To work with children with disabilities to provide sustained support through one-to-one and/or group situations</li> <li>• To collaborate with Teaching Teams to assess and develop Personal Learning Plans and reports.</li> <li>• To establish formal/informal communications with all stakeholders including parents, social services and other professionals</li> <li>• To work with class teams to organise and produce performances to celebrate the children’s creativity.</li> </ul> <p><b>Learner Involvement</b></p> <ul style="list-style-type: none"> <li>• Adapt approaches to teaching, learning and assessment to meet individual needs</li> </ul>

- Produce reports for students periodically and attend Review and Parent Meetings
- Monitor and review students' progress in line with the Academy's student tracking systems and make appropriate interventions as and when required

#### **Curriculum Development**

- To work with colleagues and School Improvement Teams to develop an inclusive and relevant curriculum for the children you teach
- To work with the Creative SIT Lead and team to help develop, implement and assess the impact of creativity across the school

#### **Quality**

- Work within the quality assurance systems for assessment within Cedars Academy
- To work within the Health & Safety and Risk management practices in place

#### **Learning & Growth**

- To undertake Cedars Academy Trust mandatory induction training
- Renewing and reflecting upon their own professional practice to achieve continuous improvement in performance
- To attend training as identified through training and development plan
- To participate in improvement activity within the organisation
- To promote the work of the Academy to the wider community

#### **Communications**

- Attend Academy events, briefings and meetings as part of the Academy schedule, e.g. parents' evenings, open events
- Use the Academy's systems, policies and procedures to communicate issues as necessary
- Use CPOMs to flag student concerns and recommendations

#### **Equality and Diversity**

- Create a purposeful, positive and supportive environment, sensitive to equality and diversity

#### **Supporting Teaching & Learning**

- To assist the Head of School and Senior Leadership Group in their duties to ensure that the School meets its educational aims
- To promote the highest standards of professional ethos within the administrative function of the School and strategically ensure the most effective use of resources in support of the Academy's objectives

#### **General**

- To adhere at all times to all Cedars Academy Trust organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation
- To promote the safeguarding of children and vulnerable young adults
- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances; other duties of a similar nature and appropriate to the grade may be assigned from time to time
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with
- Contribute to the Academy mission and ethos and support the aims and objectives of the Academy
- Follow and comply with the Academy's policies and procedures as outlined in the Staff Handbook
- Undertake any other duties of an equal nature as assigned by the or Head Teacher or designated alternate

## Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
<b>Qualifications</b>	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development	<i>Application Form Interview</i>
<b>Experience</b>	<p>Experience of working with and supporting young children with additional needs in an educational setting</p> <p>Experience &amp; understanding of the barriers to learning for young people with complex needs</p> <p>Experience of actively promoting safeguarding procedures in a school</p> <p>Experience a therapeutic approach to Creativity</p>	<p>Experience of working within a specialist setting</p> <p>Proven successful experience of providing a therapeutic approach to Creativity</p>	<i>Application Form Reference Interview</i>
<b>Knowledge &amp; Skills</b>	<p>Knowledge of methods of working with pupils with SEN, emotional, behavioural or social/communication disorders</p> <p>Understanding of providing a therapeutic approach to Creativity</p> <p>Adaptable and flexible towards different learner needs</p> <p>Ability to inspire and motivate learners and others</p> <p>Sound knowledge of EYFS, KS1 &amp; 2 curriculum</p> <p>Ability to play a musical instrument to a good level</p> <p>Ability to work effectively and positively as a team member</p> <p>Innovative and enthusiastic approach</p> <p>Ability to liaise with external contacts, other staff and parents/carers</p> <p>Proven ability to cope with and manage change</p>	<p>Understanding of content and demonstration of skills within a range of creative arts, including Music, Art, Movement and Drama</p> <p>Understanding of the role of creative arts in supporting and developing communication, independence, wellbeing and emotional regulation</p>	Application Form Interview Reference

<b>Personal Qualities</b>	Warmth, dedication and enthusiasm towards all pupils  Excellent communication skills  The ability to manage own workload effectively and respond swiftly to deadlines  Excellent interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships  Willingness to share expertise and knowledge and the ability to encourage others to follow good practice  A sound awareness and understanding of relevant safeguarding and Health & Safety issues	Desire to be involved in extra-curricular activities	Application Form Interview Reference
<b>Other Requirements post job offer</b>	DBS clearance  Able to fulfil the Occupational Health requirements for the post  Appropriate Job References		DBS Clearance Work permit Valid documentation Occupational Health questionnaire 2 satisfactory references

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO: **Julie Ramsey**

CEDARS ACADEMY, IVY LANE, LOW FELL, GATESHEAD, NE96QD: julie.ramsey@cedarstrust.org.uk

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy Trust. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

This job description has been agreed by:

Name: ..... (Signed)

Name: ..... (Headteacher) ..... (Signed)

Date: .....

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER