



## Job Title: Subject Co-Ordinator - Creative Arts

- MPS/UPS
- TLR 2b - responsibility for Creative Arts
- SEN allowance

### Summary

The Creative Arts Lead at Calthorpe Academy will be responsible for developing and implementing a stimulating and innovative creative arts curriculum tailored to meet the needs of learners with Profound and Multiple Learning Disabilities (PMLD), Autism Spectrum Disorder (ASD), and Severe Learning Disabilities (SLD).

Creative arts offer alternative means of communication for learners who may struggle with verbal expression. Through various art forms such as art, dance, music, and movement, learners can express themselves, their emotions, and ideas in non-verbal ways, fostering creativity and self-confidence.

This exciting role requires someone who is creative, adaptable, has a deep understanding of inclusive education practices and is committed to supporting the personal development of our learners to promote their self-expression, self-awareness and self-esteem; ensuring all learners have opportunities to engage and succeed in creative arts activities.

### Job Purpose

- Assist the Head teacher in the leadership and management of the Creative Arts provision at the academy
- To assist the head teacher in the leadership and management of teaching and learning in the Academy, to achieve the outcomes required by Government regulations and the Academy improvement plan adopted by the Board of Directors.
- Lead the successful delivery of Creative Arts across the academy.
- Work collaboratively with Art Instructor, Pathway Leads, class teachers
- Continue to monitor, review and develop an innovative and progressive curriculum in Creative Arts which is supported by a vibrant programme of extra-curricular and enrichment activities

### Professional Duties

- To ensure that learners progress is monitored and that appropriate measures are taken to address under achievement of groups and individuals
- To ensure that teachers are following the assessment policy in regards to practice
- To ensure that work with learners underpins and promotes the Academy's ethos and values
- To ensure that within classes each student has an appropriate personalised curriculum enabling progression
- To ensure effective learning takes place through consistent high quality teaching and innovative practice
- To work with medical, physiotherapy, speech and language therapy specialists within the Academy.
- To liaise with parents, carers and any external agencies involved with the student

### Student Progress

- To assess the learners according to Academy assessment policy and Assessment handbook.
- Complete learners reports for parents meeting deadlines set, ensuring they provide an accurate record of the progress of each individual and meet high quality standards
- Analyse progress of individuals and groups. To identify under performance and remedy it.
- Monitor learners progress in terms of personal development and instigate measures to address any identified concerns
- Communicate particular concerns to Extended Leader and when necessary parents and carers
- Ensure that effective induction procedures are followed to enable newly admitted learners to optimise their potential



- Highlight positive performance, recognise and reward learners appropriately
- Utilise appropriate behaviour management strategies in lessons
- Promote positive attitudes to learning through curriculum delivery, display and all contacts with students

### **Teaching and Learning**

- Plan lessons and sequences of lessons ensuring learning is personalised to meet individual learning needs
- Utilise a range of augmentative communication strategies as appropriate to the needs of individual students
- Utilise a range of appropriate teaching strategies to ensure that lessons have pace and variety
- Ensure that teaching reflects the diversity of backgrounds and needs of learners and promotes mutual respect
- Ensure that assessment and attainment data informs teaching
- Take responsibility for personal continuing professional development
- To ensure that knowledge and skills are kept up to date
- Contribute to the sharing of good practice and innovation through INSETs and coaching
- Contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision
- Assess the unique strengths, challenges, and interests of students with PMLD, ASD, and SLD to tailor creative arts activities to their specific needs.
- Collaborate with the school's multi-disciplinary team, including therapists and support staff, to develop and implement personalised learning incorporating creative arts goals and objectives.

### **Whole Academy self-evaluation and appraisal**

- Participate in lesson observation and other measures to monitor delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified
- Participate in the performance management process, identifying personal professional development priorities.
- Contribute to departmental/ curriculum review and evaluation and resulting development of the Academy Improvement Plan
- Contribute to self-evaluation data for internal school purposes and external inspection.

### **Curriculum and Pedagogy**

- Through regular review, maintain a relevant, stimulating and innovative creative arts curriculum that is accessible and engaging for learners with PMLD, ASD, and SLD, ensuring alignment with the school's overall educational objectives and standards.
- Ensure the curriculum meets the needs of all learners creating differentiated lesson plans and resources to accommodate varying abilities, interests, and sensory needs of students.
- Ensure that all statutory requirements of the Creative Arts provision are met including the promotion of SMSC and Fundamental British Values
- Incorporate a variety of creative arts disciplines such as music, art, dance and movement therapy into the curriculum.
- Incorporate assessment into all aspects of curriculum planning

### **Whole Academy**

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by learners and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development
- Safeguard learners and staff by ensuring that all aspects of Health and Safety are adhered to in teaching and preparation areas
- The design and delivery of Creative Arts related extra-curricular activities including those of seasonal and celebratory designation

### **Line Management Responsibility to and for**



Required by the School teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the principal of the school, and to report for the purposes of day to day management to the Strategic Lead for Creative Arts (Assistant Head Teacher).

Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Head Teacher.

### **Key Responsibilities:**

#### **Teaching and Learning Responsibilities**

To co-ordinate Creative Arts across the Academy including:

- Development of the Creative Arts Curriculum in liaison with class teachers and other curriculum co-ordinators
- Provide guidance and support to teaching staff in the implementation of Creative Arts activities within their classrooms.
- Monitoring and evaluation of the delivery of the Creative Arts Curriculum
- Complete internal moderation and evidence scrutiny to monitor quality and provide feedback.
- Providing advice to Extended Leaders on the progress of learners within their pathway.
- Providing advice, support and coaching to class teachers, including ECT's in their delivery of Creative Arts within curriculum pathways, supporting the development of teaching and learning practices.
- Providing professional development to teachers and teaching assistants in both subject specific and more general strategies.
- To be responsible for the Creative Arts subject budget and resources
- Contribute to Curriculum in Action reviews for non-core subjects and action planning.
- To keep staff informed about relevant and appropriate training opportunities and participate in the delivery of professional development when required.
- Responsibilities will be reviewed and amended annually dependent on the needs to the Academy.
- Ensure that the use of financial resources has a clear impact on improving learner outcomes

#### **Performance Opportunities**

- Organise and facilitate opportunities for students to showcase their talents and achievements through performances, exhibitions, and other public events.
- Coordinate with school staff, families, and community partners to arrange performance venues, costumes, props, and technical support as needed.

#### **Professional Development**

- Stay informed about current trends, best practices, and research in inclusive creative arts education for students with complex learning needs.
- Participate in ongoing professional development activities, workshops, and conferences to enhance knowledge and skills related to teaching creative arts to students with PMLD, ASD, and SLD.

#### **Communication and Collaboration**

- Maintain regular communication with colleagues, parents/guardians, and external stakeholders to provide updates on students' progress, achievements, and challenges in creative arts activities.
- Collaborate with other curriculum leads, external organisations and across the MAT to promote integration of creative arts across the curriculum and within the wider community.

#### **Conditions of employment**

The responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.



All specifications and duties of the Creative Arts Lead can be reviewed at any time and amended with consultation with the post holder and under the Head Teacher approval.

Signed ..... Date .....