



# The Clere School



## APPLICATION PACK

HEAD OF ART



JUNE 2025

Dear Candidate,

Thank you for expressing an interest in the post of Head of Art at The Clere School. We are looking to appoint a forward-thinking Head of Department who has the focus and drive to support the development of this subject across the school and for the future. This subject area is popular within our overall curriculum offering. The courses are already attracting a higher proportion of students for GCSE.

The successful applicant is likely to have experience teaching this subject at KS3 and GCSE. They shall be ready to lead a small department and be expected to contribute towards the quality of education within this department. The Head of Department will actively seek appropriate opportunities for students to partake in trips and visits, exhibitions, competitions, to further enhance their education in this subject and ensure that students are ready to succeed and develop their passions.

This is an exciting time to be joining the school as we move forward at pace to transform the school and this post offers a real opportunity to be part of the school's transformation and challenge agenda.

The Clere School is a small rural school on the Hampshire West Berkshire boarder 4 miles from Newbury. It has just over 450 students aged 11- 16. The school had an OFSTED rating of Requires Improvement and Inadequate and we are working at pace to ensure a 'Good' in all areas at our next inspection. We are looking to consolidate the work already done and strive to improve our school in every way to gain better outcomes for our students. Our website at [www.clere.school](http://www.clere.school) will give you much more information about our school vision and curriculum plans.

Yours sincerely

Jayne McLaren  
Headteacher



## The Curriculum

### Key Stage 3

We currently follow the National curriculum at KS3 which is taught within one lesson per week.

### Key Stage 4

At KS4 we currently offer a GCSE in Art, Craft & Design through AQA.

## Head of Art Job Description

Reporting to: Deputy Headteacher

### The Role

The most important thing we are looking for is someone passionate about quality Teaching and Learning and giving a purposeful experience to our students in Art.

Do not be put off if you are not already a Head of Department as we will also consider exceptional candidates who have energy and enthusiasm and can demonstrate the ability to take the next professional and leadership step in their career to make a difference to a community.

You must be a strong teacher who enjoys good relationships with young people and have a proven track record of effective teaching to deliver against high standards. You will have strong communication skills, leadership potential and have a clear vision for the planning and delivery of your curriculum and across the school for the future.

The successful candidate will lead a small team of two teachers.

You should be aspirational, innovative, have a genuine engaging enthusiasm for teaching and learning with a passion to develop Art for the school's future.

### Head of Department Job Description

The main duties and responsibilities of the **Head of Art** are as follows (this list is not exhaustive). You are expected to act in accordance with the aims, policies and administrative procedures of the school.

#### Specific Duties and Responsibilities

##### 1. Department Management and Leadership

- To ensure that all members of the Department fulfil the requirements of their job descriptions as teachers and teaching assistants.
- To promote the Department within the School and to devise and execute an inspiring development plan (updated annually) in accordance with the Headteacher's strategic priorities.



	<ul style="list-style-type: none"> <li>• To assist in the development of the aims, policies and administrative procedures of the school and to ensure that these are implemented through the work of the Department.</li> <li>• To be available to Departmental colleagues and be able to offer advice and guidance and support; to oversee all aspects of Departmental appraisal and INSET training; to oversee the induction of new staff.</li> <li>• To conduct a periodic appraisal of the Department and a thorough analysis of exam results every September.</li> <li>• To review, maintain or develop appropriate schemes of work at all levels and to maintain a detailed knowledge of proposed changes in syllabus expectations.</li> <li>• To take responsibility for the administration of the Department: to include timetable planning; setting; teaching rooms; exam entries (internal and external); budget planning, budget management, syllabus selection and resource allocation.</li> <li>• To develop and regularly review Departmental policies; to ensure that school expectations with regards to prep, marking and data analysis are met within the Department and to track the progress of students; to meet regularly as a department and to ensure that minutes are kept of the meetings.</li> <li>• To lead, promote and monitor extra-curricular activities and events related to the subject.</li> <li>• To liaise with other Heads of Departments as necessary; represent the Department at Heads of Departments' Meetings; to advise Senior Leadership about resources, curriculum changes, staffing and professional development.</li> <li>• To ensure that the visual appearance of the Department and its classrooms are of the highest standard.</li> <li>• To develop good relations with students, parents, teaching and non-teaching colleagues and the wider community; to represent the school when required.</li> <li>• To carry out any other responsibilities reasonably required by the Headteacher.</li> </ul>
<b>2. Teaching</b>	<ul style="list-style-type: none"> <li>• Uphold high standards of preparation, teaching and discipline.</li> <li>• Develop Schemes of Work and constantly review. Plan lessons that challenge all students.</li> <li>• Set and mark homework, examinations and other forms of assessment.</li> <li>• Contribute to departmental activity beyond the curriculum.</li> <li>• Establish high and appropriate expectations for learning, motivation and presentation of work.</li> </ul>
<b>3. Assessment and Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure rigorous assessment of students and moderate across the department.</li> <li>• Evaluate student progress, attainment and outcomes.</li> <li>• Maintain plans of lessons undertaken and records of students' work.</li> <li>• Develop marking policies</li> <li>• Provide constructive oral and written feedback, with clear targets.</li> <li>• Report on student progress in line with School policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep parents informed of students' progress at parents' evenings, and as appropriate.</li> </ul>
<b>4. Safeguarding</b>	<ul style="list-style-type: none"> <li>• Be fully conversant with and apply the school's child protection policy and all related issues.</li> <li>• Promote the general progress and wellbeing of students in your care.</li> </ul>
<b>5. Professional Standards</b>	<ul style="list-style-type: none"> <li>• Support the aims and ethos of the school.</li> <li>• Treat all members of the school community with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, punctuality and attendance.</li> <li>• Participate in the School's extracurricular programme.</li> <li>• Take responsibility for personal professional development</li> <li>• Attend all Departmental and staff meetings, Parents' Evenings and ensure that all deadlines are met as published in the school calendar.</li> <li>• Take responsibility for matters relating to health and safety.</li> <li>• Undertake duties that may be reasonably assigned by the Headteacher (directly or indirectly).</li> </ul>

### Person Specification

	Essential	Desirable	Source <i>A (application), I (interview), R (reference), C (certificate)</i>
<b>Professional Qualifications</b>			
Qualified Teacher Status (QTS)	X		A/C
Degree (Honours) or equivalent	X		A/C
<b>Teaching &amp; Learning</b>			
Teaching experience in secondary schools at KS3 and KS4	X		A/I/R
An outstanding classroom practitioner with a clear understanding of how to deliver quality Teaching and Learning.	X		A/I/R
Has a sound subject knowledge and experience of delivering the IT curriculum.	X		I
Experience of assessing, monitoring and evaluating students' progress to improve student outcomes	X		A/I



Can provide regular and effective marking and feedback to promote good student progress	X		A/I
Can provide wider extracurricular experiences outside the classroom		X	A/I
<b>Safeguarding</b>			
Demonstrate a knowledge of, and commitment to, safeguarding and the welfare of students	X		I

<b>Personal</b>			
Inspire, challenge, motivate students in Computer Studies/ IT	X		I
Demonstrate personal enthusiasm for teaching to make a positive difference to all students	X		I
Have excellent written and verbal communication skills	X		A/I
Be enthusiastic, sensitive, flexible, hard-working with an ability to remain calm	X		I
Show initiative and adapt quickly to changing circumstances	X		I
Have high expectations of self and others around you	X		A/I
Excellent interpersonal skills and the ability to relate to others	X		I
<b>Collaboration/Community</b>			
Work with the wider school community to promote extracurricular opportunities		X	I
Experience of developing good, collaborative links with colleagues		X	A/I



## Application Process

	Date
Application deadline	Monday 16 <sup>th</sup> June 12:00pm  We reserve the right to employ before this date as appropriate so early applications are encouraged.

**Early applications are welcomed and we reserve the right to interview earlier than the deadline.**

When submitting your application form, please include a personal statement (no more than 2 sides of A4) demonstrating how your knowledge, skills and experience meet the job profile and how you meet the requirements of the person specification. You may find the person specification particularly useful in allowing you to understand the type of person we wish to recruit. It is particularly important that you have a strong moral compass and desire to make a difference to the young people in our local community.

Due to the important nature of this appointment and our ability to provide a safe visit, if you would like a tour or to arrange an informal visit, or you wish to discuss the position informally with the Deputy Headteacher prior to submitting your application, please contact Mrs Val Brockbank on 01635 278372. You are encouraged to email your completed application to [recruitment@clere.school](mailto:recruitment@clere.school) or by post to

Mrs Val Brockbank  
Applications  
The Clere School  
Earlstone Common  
Burghclere, Newbury  
Berkshire  
RG20 9HP

## Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

## Receipt of Application

Applicants will be acknowledged by email within 2 working days of receipt. If you do not receive an acknowledgement within this time, please contact Mrs Val Brockbank immediately on 01635 278372.

## Safer Recruitment

The Clere School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Check as well as other relevant pre-employment check.

## Data Protection Act 2018

You should be aware that the information you have provided will be stored on Hampshire County Council's secure database and will only be used to process your application. It will not be passed to any other organisation.

