



## Head of Art and Design Information for prospective staff

### Department Information

The well-established Art Department at Freeman's is situated in the heart of the school and we are lucky to teach pupils from year 3 to year 13. The department has three specialist Art teachers and two technicians. The Head of Art is responsible for the curriculum throughout KS3, 4 and 5, with the support of a KS2 Art Coordinator. We are a multidisciplinary department with a purpose-built department including a dark room, two kilns, 7 printing presses, screen printing, a laser cutter, photography studio set up and dedicated sixth form work room.

All students from year 3 to 9 have an hour of Art a week, with the ever-evolving curriculum designed to cover drawing, painting, printmaking and ceramics/sculpture every year. We benefit from the large school site, including woodlands, as a resource for first hand observation. All KS3 and 4 pupils have their own iPads which we have integrated into our curriculum. Artist research is deeply embedded in our teaching and whilst we believe in the importance of a secure understanding of art history we maintain a contemporary, diverse, curriculum. We are a busy department, trips and artist workshops are an important part of our offering, with trips or artist visits at each Key Stage. Traditionally we have hosted visiting artists after school to run workshops. All staff run at least one club during lunchtime, recent clubs have included a sketchbook club, textiles club, watercolour painting club and a ceramics club.

Art Scholarships were introduced in 2024 and the Head of Art is responsible for running a programme of additional learning for these students. Currently, they join an Art Aptitude programme on Monday from 4-5pm and submit work for external exhibitions, alongside joining the main Art exhibition in the Summer Term. The new Head of Art has the scope to imagine the development of this offering.

Our results at GCSE and A Level are very strong and we are constantly seeking to stretch and inspire our students even further, utilising the newly refurbished Main House as a new exhibition space to broaden the scope of the outcomes of our students. We have two or three classes at GCSE and one group each year for A Level, with many of our students going on to read Architecture or Fine Art at university. Each year our A Level students support the curation of their summer exhibition. The school is decorated with student artwork and every year there are at least two exhibitions; a photography exhibition in the Autumn term, open to submissions from all students and a large GCSE, A Level and scholars' exhibition in the Summer term.

The team in the Art department is forward looking and collaborative. It is a warm, friendly place to work that is filled with laughter. We have very high standards from our bright and able students, and they continually surprise us with their ambitions. The department is well respected and resourced and can therefore afford to be ambitious with our material choices and techniques, whilst being mindful of budgets of course! Freeman's as a school is supportive with a high level of trust in its colleagues, this allows the Head of Art a huge amount of scope for innovation and experimentation within all aspects of the role.

# Information about the role

## Purpose of post -

### Responsibilities of Head of Art and Design

#### General

The Head of Department is accountable to a member of SLT and in addition to his/her duties as a teacher has responsibility for the following:

- leadership of the Department, its academic performance, organisation and administration.
- promoting and supporting the School's aims and policies, and leading the Department effectively in accordance with those aims and policies.

#### Curriculum, Teaching, Learning & Assessment

- The drawing up and updating of schemes of work in accordance with School policies and subject to developments at KS3, GCSE, AS/A-level and Pre U;
- Monitoring and evaluating teaching and learning in the department and ensuring that it takes into account the different needs of the pupils, and developing strategies to meet those needs;
- Setting high standards of work and behaviour in the department in accordance with School policies and monitoring the teaching and learning within the department by regular observation of teaching and written work;
- Managing controlled assessment as appropriate and monitoring the preparation of pupils for public examinations;
- Providing the Examinations Officer with the relevant information for public examination entry within deadlines set; determining the internal examination/ testing requirements and ensuring that papers are set and marked in accordance with School policies; setting and marking entrance and scholarship papers within the deadlines set;
- Making use of baseline data (entrance tests, screening results, ALIS, MidYIS and YELLIS scores);
- Drawing up departmental policies on marking (classwork/coursework and homework), reporting and assessment in line with School policies. Monitoring adherence to these policies and their effectiveness within the department;
- Liaison as appropriate with the School Library as a whole school resource for learning;
- Promoting the subject among pupils by developing departmental enrichment activities (e.g. visits, exchanges, clubs, competitions etc.).

#### Management, Administration and Staff

- Leading the staff of the department; holding regular departmental meetings with agenda and minutes. Ensuring effective communication within the department and between the department, other departments and the Senior Leadership Team;
- Managing the routines of any non-teaching staff (e.g. technical staff) attached to the Department
- Evaluating public examination results (where applicable) at GCSE, A/AS level and Pre U and reporting to Senior Leadership on these
- Writing an annual report to the Headmaster, part of which is for submission to the Governors
- Drawing up an annual development plan for the department including a budget proposal in conjunction with the Deputy Head (Academic);
- Managing the departmental budget; keeping within limits set;

- Liaison with parents on departmental matters;
- Liaison with the Deputy Head on work set by absent staff of the department;
- Communicating effectively through attendance at Heads of Department and other curriculum meetings as required;
- Managing the resources of the department efficiently;
- In consultation with the Deputy Head (Academic) and 2<sup>nd</sup> in the Department, organising the teaching allocation for the department and advising the Headmaster on the appointment of staff to the department;
- Participating in the recruitment, selection and induction of staff for the department and ensure appropriate support and mentoring of Newly Qualified Teachers in the department.

### **Other**

- Managing in conjunction with the Deputy Head departmental INSET; encouraging the professional development of all members of the department;
- Taking responsibility for Professional Review (appraisal) of some or all colleagues in the department in accordance with the School scheme
- Ensuring that the department has a Health and Safety Policy in accordance with the School Health and Safety Policy. Monitoring adherence to that Policy within the department;
- Participating in Open Mornings; preparing materials for specific marketing events (e.g. Sixth Form Evening) and publications (e.g. School magazine);
- Attending examination results days (or organising appropriate deputy);
- Setting and co-ordinating marking for School entrance examinations and scholarship papers;
- Attending Entrance Examination day.

### **General Teaching Duties:**

#### **Teaching, Learning and Assessment**

- Awareness of and compliance with all aspects of the School's safeguarding policy. Staff will undergo initial and ongoing training and be responsible for promoting and safeguarding the welfare of the students for whom they are responsible.
- Preparation and planning of lessons in accordance with departmental schemes of work.
- Demonstrating a range of teaching methods and keeping abreast of developments in their subject area; employing a range of teaching resources including the display of pupils' work.
- Carrying out summative and formative assessment according to departmental and School policies. Recording assessment grades/reports etc. within deadlines set and keeping clear records.
- Setting and marking of class work, homework, examinations and coursework according to relevant School and departmental policies.
- Reporting to parents on progress at parents' evenings or on reasonable request from parents.
- Recognition of the specific needs of each pupil and of classes. Setting an appropriately challenging pace for lessons and adapting teaching methods to the needs of pupils.
- Establishing a structured learning environment conducive to learning and where pupils know that high standards

are always required.

- Managing the classroom effectively with appropriate use of sanctions and rewards in accordance with departmental and School policies.
- Motivating pupils to learn and establishing a rapport with pupils conducive to learning.
- Attending departmental meetings and sharing departmental responsibility, including co-curricular support; attending staff meetings.
- Seek and undertake professional development to support individual, department and School development including School or departmental INSET, participation in the School Professional Review scheme; participation in induction arrangements.
- Commit to maintaining a good working knowledge of the School's IT systems and practising excellent information security habits.
- Contributions to the wider life of the School including the duty and cover roster and a significant commitment to the co-curricular programme.
- Teaching staff are expected to support school events, such as assemblies; and attend those events as required by the Headmaster, including: Open Day, Prize-giving Ceremonies, Parents' Evenings, INSET Days and the Entrance Examination days.
- Staff are expected to play a full role in the pastoral life of the school, including taking a Tutor Group.
- Staff should ensure prompt attendance within school contracted business hours.
- Staff should ensure they wear appropriate business dress or, where appropriate, co-curricular clothing.

## Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Chief Operating Officer via the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the Chief Operating Officer of any concerns regarding Health & Safety and safe working practices.
- Teaching staff will read and act upon, or in accordance with, all the relevant school and departmental policies.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Carrying out the normal supervision duties as laid down in School policies
- Staff will uphold public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. They will show tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. They will ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

## Revision of Job Description

According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

# Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Candidates should:

- Demonstrate **STRONG** subject expertise and the ability to stretch and inspire pupils across the attainment range (I)
- Play a significant role in supporting pupils aspiring to study Art at highly competitive universities, including Oxbridge. (I)
- Hold a good honours degree in a relevant subject (A)
- Hold either QTS and demonstrate a track record of success or possess the willingness and ability to become a qualified teacher (A,I)
- Be willing and able to contribute to all parts of school life (A,I)
- Have awareness of, and a commitment to, the needs of young people in a school setting; be someone who shares the School's commitment to promoting the welfare and safeguarding of children (A,I)
- Be an enthusiastic and dynamic teacher, able to motivate and inspire pupils and staff to achieve the highest standards (A,I,T)
- Be able to build and maintain professional relationships, striking the right balance between formal and informal channels (A,I)
- Possess good time management skills, and be able to cope with the demands and life of a busy leading independent school (A,I)
- Be an effective communicator (A,I)
- Have good ICT skills and the ability to deal with the administrative routines (A,I)
- Be able to lead others and take the initiative (A,I)

## Note to Applicants:

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s).

It is essential you address the criterion marked as (A) on your application form in the section for supporting information. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

## How to Apply

Applicants should send a completed application form to the Headmaster via **CLFS-Recruitment@cityoflondon.gov.uk, by 9am on Friday 17<sup>th</sup> April 2026.**

**Interviews will take place at the school on Tuesday 21<sup>st</sup> April 2026.** Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe

receipt of your application within two working days please call the School or email **CLFS- Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).