



Teacher 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 -

Reporting to Head of Art and Design

Main Duties and Responsibilities: -

The Teacher of Art and Design is accountable to the Head of Art and - in addition to promoting the School's mission statement, aims and policies - has responsibility for the following:

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:

- STRONG subject expertise and the ability to stretch and inspire pupils across the attainment range. (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)

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 17th April 2026.

Interviews will take place at the school on Tuesday 21st April 2026. Candidates are asked to note that

Freemen's retains the right to interview and appoint at any time during the application process.

Freemen'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).