



**Britannica International School**  
Budapest  
an Orbital Education School



***INSPIRE, EXCEL, EXCEED***

## **Full –Time Teacher of Art**

### **Job Description**

#### **Key Criteria**

- A suitable teaching qualification in Secondary Education Art
- Experience, understanding and skills relevant to the specific responsibilities of the post.
- An ability to demonstrate recent effective strategies to achieve high quality teaching and learning.
- The ability to work independently as the main Art teacher and as part of a larger Faculty team
- Effective communication skills to a wide range of people (staff, parents, students)
- Effective organisational whole school and classroom management skills.
- Ability to make effective use of ICT to enhance teaching and learning
- Experience and expertise in teaching IGCSE and A Level Art and Design courses.

#### **Key Tasks**

- To plan, share, prepare and teach courses and lessons in accordance with agreed schemes of work and school/Key stage policies, ensuring these are available to view for senior staff and other leaders;
- To implement the Art National Curriculum;
- To provide an effective learning environment in accordance with the school's 'Learning and Teaching' Policy;
- To prepare daily and long-term lesson plans according to curriculum guidelines;
- To be a specialist in teaching Art;
- Maintain productive working habits and discipline in the classroom;

- Supervise students throughout the day, both in the classroom and outside during breaks;
- Attend staff meetings and training and development sessions;
- Assess, evaluate and report on students' educational progress and abilities; having a sound knowledge and belief in the use of data, tracking and assessment in Art.
- Being proactive in using data to intervene with students, communicating with parents throughout this process
- Set and conduct testing as required by school leadership.
- Discussing students' progress with parents and guardians, administrators and other professionals as necessary.
- Organising, attending and supervising school activities such as excursions, school concerts, camps and sporting events;
- To be an active, engaged, well organised Form Tutor, capable of delivering PSHE lessons to students in the secondary phase

### **Continuing Professional Development**

- To participate pro-actively in the professional mastery programme, attending review meetings, preparing documents in advance, taking responsibility for own professional development and meeting relevant deadlines associated with the programme;;
- In conjunction with the Head of Faculty, take responsibility for leading secondary development in Art, keeping up to date with research and developments in teaching pedagogy and changes in the curriculum.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the professional mastery programme;
- To contribute to Key stage/Faculty/school development by sharing professional learning, expertise and skills with others in the team;
- To be a reflective practitioner, evaluating and improving your own practice in order to take teaching and learning forward.

### **Administration**

- To implement the school assessment, recording and reporting procedures; delivering accurate, informed data, tracking and target setting to students in secondary Art
- To keep an accurate register of students in accordance with the school's policy;
- To fulfil supervisory duties;
- To prepare for, participate, contribute and if appropriate take the lead role in appropriate meetings with colleagues and parents.

## **Health and Safety**

- To comply with procedures on all matters concerning health, safety and welfare in accordance with the school's' policies and procedures;
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To be self organised and to work with the HR team in ensuring documents for visa and work permit regulations are kept up to date.

## **PROFESSIONAL DUTIES**

### **TEACHING**

- Planning and preparing appropriate courses and lessons.
- Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and, as appropriate, the reviewing of pupils' work.
- Assessing recording and reporting on the development, progress and attainment of pupils according to the normal practice of the school.
- Participating as appropriate in the school's arrangements for pupils taking admission examinations.

### **OTHER ACTIVITIES**

- Fostering the general progress and well -being of the individual pupils in any class or group of pupils assigned within the role

#### As appropriate:

- Providing guidance and advice to pupils on educational and social matters and making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents and pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## **REVIEW AND PROFESSIONAL DEVELOPMENT**

- Reviewing annually methods of teaching and programmes of work

- Participating in arrangements for further training and professional development as a teacher.

### **CURRICULUM DEVELOPMENT**

- Advising and co-operating with the Principal, Head of Secondary, Head of Faculty and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

### **DISCIPLINE AND WELL BEING**

- Maintaining good order and promoting self-discipline among pupils and taking reasonable care of their safety and wellbeing, whilst in the teacher's charge.
- Publicly supporting, implementing and contributing to the development of the school.

### **STAFF MEETINGS**

- Participating in a reasonable number of meetings which relate to the school curriculum or to the administration or organisation of the school, including pastoral arrangements.

### **ADMINISTRATION**

- Where appropriate, taking responsibility for the maintenance of an accurate register of the pupils' attendance at School.
- Taking a reasonable share of the supervision of pupils on the school premises whether before, during or after School sessions, this includes at least one ECA club per week.

Please note that this job description is not an exhaustive list and there may be other tasks not on the job description required at the discretion of the principal.