



CITY of SHEFFIELD

JOB DESCRIPTION

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	
POST TITLE	CURRICULUM SPECIALIST - ART
ROLE PROFILE	LD3.5
JOB NUMBER	SCH/TL/LD/005
GRADE	5
RESPONSIBLE TO	HEADTEACHER
RESPONSIBLE FOR	NOT APPLICABLE
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	WORKING WITHIN AN AGREED FRAMEWORK OF SUPERVISION TO COMPLEMENT THE PROFESSIONAL WORK OF TEACHERS BY TAKING RESPONSIBILITY FOR SUITABLE LEARNING ACTIVITIES, INCLUDING PLANNING, PREPARATION AND DELIVERY. DELIVERING ACTIVITIES TO SMALL GROUPS OR WHOLE CLASSES ON A SHORT-TERM BASIS INCLUDING MONITORING AND ASSESSMENT, RECORDING AND REPORTING ON ACHIEVEMENT, PROGRESS AND DEVELOPMENT.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • MEET THE HIGHER LEVEL TEACHING ASSISTANT STANDARDS OR EQUIVALENT QUALIFICATION • SPECIALIST SKILLS/TRAINING IN THE RELEVANT SPECIALIST AREA

JOB DESCRIPTION FOR POST OF:- CURRICULUM SPECIALIST - ART

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

1 SUPPORT FOR PUPILS

1. Identify the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Develop and implement suitable learning activities in the specialist area.
4. Promote the inclusion and acceptance of all pupils in the specialist activity.
5. Support pupils consistently whilst recognising and responding to their individual needs.
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
8. Provide feedback to pupils in relation to progress and achievement.

2 SUPPORT FOR THE TEACHER

1. Organise and manage an appropriate learning environment and resources.
2. Within an agreed system of supervision, plan appropriate activities to encourage pupils to develop and gain skills, knowledge and techniques.
3. Monitor and evaluate pupil development and achievements through a range of assessment and monitoring strategies against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Record progress and achievement in activities systematically and provide evidence of range and level of progress and attainment.
6. Work within an established discipline policy to anticipate and manage

- behaviour constructively, promoting self-control and independence.
7. Support the role of parents in pupils' learning and contribute to reports for parents to provide constructive feedback on pupil progress/achievement etc.
 8. Production of activity plans, worksheets, etc.

3 SUPPORT FOR THE CURRICULUM

1. Deliver specialist activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Ensure activities link with the achievement of national curriculum standards in the specialist area and other learning activities to support the development of pupils' skills.
3. Select and prepare resources necessary to lead activities, taking account of pupils' interests and language and cultural backgrounds.
4. Advise on appropriate deployment and use of specialist aid/resources/equipment.

4 SUPPORT FOR THE SCHOOL

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
6. Deliver and develop out of school learning activities within guidelines established by the school, where required.
7. Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
