

**SUMMARY OF MAIN DUTIES / RESPONSIBILTIES**

**Job Title:** Creative Arts Coordinator

**Job Purpose:**

To carry out the functions of a teacher in accordance with the Teacher Standards the Tor Staff competences contained in the Person Specification.

To coordinate Arts and vocational education across the school.

**Duties and Responsibilities:**

**Organisation**

* actively form meaningful relationships with vulnerable young people.
* plan, design and produce teaching materials and resources which are appropriate to age and ability
* develop schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students’ learning
* assess, record and report on the development, progress and attainment of the students within the creative and vocational education faculty.
* manage the classroom/workshop and teaching equipment, to create a positive learning environment which makes effective use of available resources.
* attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
* provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
* implement the school policy with regard to registration, student absence, and our principles of Ready, Safe, Respect.
* participate in full staff and team meetings and to contribute to school decision making and  consultation procedures
* be involved in the school Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the school goals and Development Plan
* To actively seek ways of developing lifelong learning habits with young people with negative experiences of mainstream school.

**Additional specific responsibility**

* to be a Tutor to a small group of students and to carry out related duties.
* line manage a small team of staff within creative arts and vocational education

**General duties**

* to carry out a share of supervisory duties in accordance with published rotas
* to participate in appropriate meetings with colleagues and parents relative to the above duties

**Resources**

* Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
* Manage and operate a fully functioning workshop.
* Keep up to date with all H&S legislation and certification relating to use of workshop equipment
* Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
* Support Learning Support Assistants with day to day issues
* Ensure effective communication with all colleagues (teaching and support staff)