



**CARDINAL HEENAN
CATHOLIC HIGH SCHOOL**

**TEACHER OF ART, DESIGN AND
TECHNOLOGY
CANDIDATE PACK**

HEADTEACHER'S WELCOME

Thank you for considering the position of Teacher of Art, Design and Technology at Cardinal Heenan Catholic High School. I am delighted that you have taken the time to consider this post. If successful you will be joining a dynamic, diverse and passionately committed team of highly trained staff.

Our school mission is rooted in the values of Respect, Believe, Achieve, and we foster a community where everyone is respected and valued, nurturing the potential of each individual.

Guided by our Catholic faith, we inspire our pupils to embrace their individual God-given talents, to believe in themselves and their ability to make a positive impact. With a rich curriculum and a commitment to excellence, we empower our pupils to achieve their fullest potential in every aspect of their lives. Together, let us create an environment where respect flourishes, beliefs are strengthened, and achievements are celebrated. I would like to wish you the best of luck in applying for this role and look forward to receiving your application.

Irish Blessing

*May the road rise to meet you.
May the wind be always at
your back. May the sunshine
always warm your face, the
rain fall soft upon your fields,
and until we meet again may
God hold you in the palm of
his hand*

Warm regards,

Ms K. Smyth





TEACHER OF ART, DESIGN AND TECHNOLOGY JOB DESCRIPTION

Required: January 2027 or earlier if available

Salary: M1-UPS3

Location: Liverpool

Contract Type: Full time: Monday to Friday, 32 hours per week

Contract Term: Permanent

We wish to appoint a passionate, tenacious and inspiring Art & Design and Technology teacher, who would relish the opportunity to work in a creative and aspirational department.

We offer you the opportunity to:

- Develop your career in a state-of-the-art Art suite & selection of fully equipped Design and Technology workshops
- Join a forward thinking and talented team of staff
- Collaborate weekly with outstanding teachers and leaders
- A vibrant school with outstanding facilities.
- A welcoming staff culture, where we focus on supporting each other to grow and develop as teachers and aspiring leaders.
- Pupils who, through the wide and diverse academic and extra-curricular opportunities they are offered, grow as individuals and happily contribute to the school community.

OVERALL

ROLE

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose:

To carry out professional duties and to have responsibility for assigned classes.

To be responsible for the day-to-day work and management of the classes and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

Main Duties and Responsibilities:

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the appropriate courses as stated by the HOD/Headteacher.
- To work and plan collaboratively on a weekly basis or as indicated by the HOD.
- To plan and deliver lessons where students produce good quality work and is evidenced in exercise books.
- To mark books on a regular basis and in adherence to the school marking policy.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among pupils in accordance with the policies of the school, safeguarding their health and safety both on the school premises and when engaged in authorised school activities elsewhere.
- To follow the school's B4L policy ensuring incidents are recorded on Class Charts and other management tools.
- To organise and manage groups or individual pupils, ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, moral, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.

- To prepare appropriate records and reports for parents and HOD.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings and attend school briefings every morning.
- To contribute to the development and co-ordination of the English curriculum.
- To be part of a whole school team, actively involved in: decision-making; the preparation and development of policies and programmes of study; teaching materials; resources; methods of teaching, and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of the pupils' education – academic, social and emotional.
- To liaise with outside agencies when appropriate.
- To continue professional development, maintaining a portfolio of training undertaken via BlueSky.
- To attend staff development training.
- To meet with parents.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee by: taking reasonable care of own self and others; complying with the Schools Health and Safety policy, and following any school-specific health and safety procedures.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

PERSON SPECIFICATION

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualification	<ul style="list-style-type: none"> • Qualifications in Art/Design and Technology. • QTS. 	
Knowledge and Understanding	<ul style="list-style-type: none"> • A clear and well-thought out understanding of current educational issues, theory and practice. • A detailed knowledge of relevant aspects of the English National Curriculum and other statutory documentation. 	
Requirements	<ul style="list-style-type: none"> • Excellent subject knowledge of all aspects of Technology. • An ability to teach Art and Design Technology with confidence across key stages 3 & 4. 	
Planning and setting expectations	<ul style="list-style-type: none"> • Identifies clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students. • Sets appropriate and demanding expectations for students' learning and motivation. Sets clear targets for students' learning, building on prior attainment. • Identifies gifted and talented students and supports their learning. • Identifies students who have special educational needs, and takes help in order to give positive and targeted support. • Implements and keeps records of individual Education Plans (IEPs). 	

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Teaching and managing students' learning	<ul style="list-style-type: none"> • Ensures effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. • Uses teaching methods which keep students engaged and stimulate their intellectual curiosity, • Sets high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships. 	
Assessment and evaluation	<ul style="list-style-type: none"> • Assesses how well learning objectives have been achieved and uses this assessment to inform future teaching. • Standardises assessments in line with whole school procedures. • Marks and monitors students' class and homework, providing constructive oral and written feedback which sets targets for students' progress. • Implements 'improvement time'. 	
Student achievement	<ul style="list-style-type: none"> • Understands the significance of KS2 data and the use of this in ensuring pupils make good or better progress. 	
Relations with parents and the wider community	<ul style="list-style-type: none"> • Knows how to prepare and present informative reports to parents. • Recognises that learning takes place outside the school context and provides opportunities to develop students' understanding by relating their learning to real and work-related examples. • Understands the need to liaise with agencies responsible for students' welfare. 	

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Managing own performance and professional development	<ul style="list-style-type: none"> • Takes responsibility for their own professional development and keeps up to date with research and developments in pedagogy and in English. • Understands their professional responsibilities in relation to school policies and practices. • Sets a good example to students in their presentation and their personal conduct. • Evaluates their own teaching critically and uses this to improve their effectiveness. • Attends appropriate CPD/Twilights. 	
Managing and developing staff and other adults	<ul style="list-style-type: none"> • Establishes effective working relationships with professional colleagues including, where applicable, associate staff. 	
Managing Resources	<ul style="list-style-type: none"> • Selects and make good use of Class Charts and other resources. 	
Other attributes considered desirable at Cardinal Heenan High School	<ul style="list-style-type: none"> • Takes responsibility for their own professional development and keeps up to date with research and developments in pedagogy and in English. • Understands their professional responsibilities in relation to school policies and practices. • Sets a good example to students in their presentation and their personal conduct. • Evaluates their own teaching critically and uses this to improve their effectiveness. • Attends appropriate CPD/Twilights. 	

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Teacher	<ul style="list-style-type: none"> • A commitment to the School's Equal Opportunities Policies. • A range of successful teaching strategies. • A secure knowledge of the importance of data as a means both to measure and to extend progress. • A high level of organisational and planning skills. • A preparedness to create a stimulating visual environment for the classroom. • An ability to create a dynamic learning environment which values and enables everyone equally. • A commitment to the Mission and Aims of Cardinal Heenan Catholic High School. • An awareness of equal opportunities issues. 	
Loyalty	<ul style="list-style-type: none"> • Loyalty to our students and the school community. 	



HOW TO APPLY

Apply directly via the school website
<https://www.cardinal-heenan.org.uk/>

Closing date for applications: midday on Monday 22nd June 2026
Interviews: Expected week commencing 29th June 2026

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