

Bedford High School

A Specialist Business and Enterprise College



Work Hard – Be Respectful – Take Responsibility

T&L Coordinator Art

Vacancy Information booklet



T&L Coordinator Art at Bedford High School

Bedford High School is proud to be recognised nationally for its commitment to the Arts, holding Platinum Artsmark, Lead Artsmark, Music Mark, Royal Exchange Ambassador School and National Theatre Flagship School status. Our thriving Bedford Arts Faculty—encompassing Art, Dance, Drama and Music—shares a united vision: **to bring out the best in everyone through creative thinking and expression**. This principle drives every aspect of our work, ensuring that our students access outstanding, enriching Arts opportunities throughout their school journey.

We are seeking to appoint an exceptional, well-qualified and inspirational **Head of Art** to lead our well-established and dynamic Art department. This is an exciting opportunity for a dedicated practitioner with the passion, expertise and ambition to build on our strong foundations and lead the department into its next phase of innovation and success.

You will join a friendly, collaborative and highly supportive team of three specialist teachers and one technician. Our facilities are excellent, including three fully equipped art studios with interactive whiteboards, a dedicated photography darkroom, a suite of DSLR and 35mm cameras, ICT provision across two rooms, extensive Art stock rooms and a ceramics area featuring two fully functioning kilns.

We are immensely proud of our department's achievements. Our students regularly excel in regional and national competitions, and we maintain strong partnerships with local organisations, artists and cultural institutions. Extra-curricular engagement is exceptional, with a wide range of popular clubs, annual artist workshops, educational visits and a highly acclaimed annual Art exhibition that brings our faculty and wider community together.

At Bedford High School, we believe every child is an artist. We are committed to nurturing creativity, raising aspirations and ensuring equitable access to high-quality Arts experiences for all students—regardless of their starting point or background.

If you are a talented, energetic and visionary Art professional who shares our passion for the Arts and our commitment to excellence, we would be delighted to welcome you to our team.

Dear Colleague

Thank you for your interest in working at Bedford High School.

We are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. We relentlessly strive to help all students to reach their potential, equipping them with the character, skills and knowledge to flourish in life. We expect students to work hard, be respectful and take personal responsibility for their choices and actions

Students' achievement is higher than the local authority average, and our GCSE results are improving year on year. We are proud of what we have achieved to date, and this is largely due to the quality of our school workforce. We invest heavily in the professional growth of our staff and very few colleagues want to leave.

The successful candidate will be well supported at this school.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

Work Hard, Be Respectful, Take Responsibility.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards and recognition
- Dedicated off site wellbeing hour for all staff
- Gym facilities
- Continued professional development

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place.

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

Role Title:	T&L Coordinator Art
Job purpose:	<p>Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).</p> <p>Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.</p> <p>Monitor and support the overall progress and development of students as a teacher/ Form Tutor</p> <p>Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</p> <p>Contribute to raising standards of student attainment.</p> <p>Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</p>
Reporting to:	Headteacher, Deputy Headteacher, Faculty Lead
Responsible for staff:	Art Teaching Staff
Liaising with:	Headteacher, Senior Leadership Team, Governors, other members of staff teaching and support staff, LA, parents/guardians, external agencies
Grade of post/salary:	Teachers main pay scale + TLR 2B
Hours:	Teachers full time hours
Contract:	Permanent
Disclosure level:	<p>All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, you will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.</p> <p>This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.</p>
Base:	Bedford High School
Date:	February 2026

TEACHING

- Teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- Undertake a designated programme of teaching.
- Ensure a high-quality learning experience for students which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and give written/verbal and diagnostic feedback as required.

STRATEGIC/ OPERATIONAL PLANNING

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Contribute to the curriculum area and department's development plan and its implementation.
- Plan and prepare courses and lessons.
- Contribute to the whole school's planning activities.
- Contribute to extra-curricular provision, co-ordinating and running clubs throughout the year.
- Contribute to and support all Bedford Arts shows and performances throughout the year, carrying out duties as directed by the Head of Faculty.
- To hold regular meetings to consider effective ways to contribute to teaching & learning and school issues and initiatives.
- To support and cooperate with colleagues to ensure effective collaborative planning and the production of high quality, interactive and effective lessons, activities, events, trips and projects. They will:
 - Ensure a relevant curriculum-related coverage and experience, continuity and progression for all students;
 - Ensure clarity about teaching & learning objectives and outcomes in any activity, event or experience undertaken and communicate such information to students.
 - Provide guidance on the choice of appropriate teaching & learning materials to meet the needs of the subject/s and all students.
 - Ensure students' literacy, numeracy, enterprise and learning skills are effectively developed through the experience and/or subject/s.
 - Give guidance to staff on how to recognise and deal with racial stereotyping and other equal opportunity issues within the curriculum;
 - Ensure related enrichment and extra-curricular activities take place.
- To support the activities of the Expressive Arts faculty by completing tasks assigned by the Head of Faculty to ensure Bedford Arts maintains its reputation for delivering outstanding events.
- To ensure that, where appropriate, the lessons, enrichment and extension activities which are collaboratively planned:
 - make use of a range of new technologies using ICT and media technology;
 - are fully differentiated and inclusive for all learners;
 - are shared across the wider team.

CREATIVE LEADERSHIP

- To plan art visits, art tours and other enrichment opportunities for Bedford students. An enrichment event should be planned on a termly basis.
- To plan a diverse and engaging programme of both formal and informal art events to challenge and showcase the work of students; giving performing opportunities for all. Such events include an exhibition evening, GCSE and KS3 showcase events.
- To run KS3 and KS4 Art clubs

- To contribute to us maintaining Artsmark Platinum status by overseeing projects, co-ordinating partnership work and planning and contributing to all enrichment events as directed by the Head of Faculty.
- To lead the development of collaborative art projects with partner primary schools, partner organisations and the wider creative community.

PLANNING AND REVIEW

- To coordinate planning for the activity, event, project or trip and to contribute to key aspects/innovations/developments.
- To proactively support whole school issues and to ensure contribution to the SEF, Development Plan and school priorities.

ASSESSMENT FOR LEARNING

- To ensure effective use of data, policies and practices to track progress and set targets for students in relation to any experience in and beyond the classroom.
- To coordinate regular and effective assessment of students' progress in activities, events, trips etc. and the use of this data for planning and delivery of high-quality lessons and projects.
- To embed high expectations and challenging targets for student achievement in all external or additional activities and to sustain or improve this over time for all students, including those with SEN and linguistic needs.
- To identify students for appropriate interventions and to assist staff in applying support for targeted groups and individuals as and when it is required.
- To provide timely and accurate reports on individual students for colleagues, parents and outside agencies.
- To ensure the smooth running of all activities, events etc. planned by the Bedford Arts team.

CURRICULUM PROVISION

- Assist the Deputy Head Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT

- Drive the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

STAFFING

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process.
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within the school.
- To support colleagues in contributing to the evaluation of teaching and learning and enrichment activities and in identifying effective practice and areas for improvement via peer observation arrangements both for sharing that best practice and as part of the performance management programme.
- To contribute to performance management in the role of reviewer.
- To keep effective records and meet deadlines for self and others.
- To participate and assist in the delivery of relevant CPD and to ensure effective induction and mentoring of new staff and ITT students.

QUALITY ASSURANCE

- Help to implement school quality procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- Review from time to time methods of teaching and programmes of work.
- Take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

MANAGEMENT INFORMATION

- Maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.

COMMUNICATIONS AND LIAISON

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- Contribute to the process of the ordering and allocation of equipment and materials.
- Identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- To manage resources effectively including ICT and the deployment of staff across the curriculum area, activity, event or project.
- To manage the effective use of resources on a day to day basis and ensure resources are made available for absent colleagues.

PASTORAL SYSTEM

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

- Contribute to PSHCE and citizenship and enterprise according to school policy
- Apply the behaviour management systems so that effective learning can take place.

SCHOOL ETHOS

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Health and Safety

- To coordinate a healthy and safe working environment in school and on activities and trips;
- Appropriate supervision levels and ensure that they are adhered to;
- High standards of behaviour and discipline within the area on a day to day basis

Additionally

- To perform the duties and responsibilities in keeping with the 'Professional Standards for Teachers'.
- To ensure that children are safeguarded at all times.
- To perform any such duties as deemed reasonable and appropriate at the request of the Headteacher.
- To contribute to the extra-curricular programme of the Expressive Arts Faculty.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

Person Specification

Role Title:	Teaching & Learning Coordinator Art
Salary:	Teachers main pay scale + TLR 2B
Reports to:	Headteacher, Deputy Headteacher, Faculty Lead
Date:	February 2026

Attribute	Essential/Desirable		Assessed by...				
	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
Qualified Teacher Status	✓		✓				
Degree	✓		✓				
Recent participation in a range of relevant INSET	✓		✓				
Successful experience of teaching in a UK secondary school	✓		✓				
Contribute to the whole school's planning activities.	✓						
Contribute to extra-curricular provision, co-ordinating and running clubs throughout the year.	✓						
Contribute to and support all shows and performances throughout the year.	✓						
A clear vision of the place of the department in the curriculum	✓			✓			
Knowledge and understanding of current developments in the subject area	✓			✓			
Evidence of high-quality classroom practice	✓				✓	✓	
A clear understanding of the issues surrounding the teaching, learning and assessment of KS3 & KS4 in the subject area	✓			✓			✓
To be competent in a range of ICT applications	✓						
Commitment to support and develop the values of Bedford High School, its pupils and staff	✓			✓			
Commitment to promoting the equality and diversity agenda within an inclusive School	✓			✓			
Commitment to ensuring the highest standards of safeguarding are implemented within the school	✓			✓			
Ability to exercise sound management of pupils in an inclusive school context	✓			✓		✓	

Attribute	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
A willingness to support the schools aim of strengthening links with the community		✓					✓
The ability to build and maintain effective relationships, communications and relate well to students and adults	✓					✓	✓
The ability to develop effective teamwork	✓						✓
The ability to work under supervision	✓					✓	
The ability to anticipate and solve problems creatively	✓			✓			✓
Attribute	Essential	Desirable	Application Form	Letter	Reference	Lesson Observation	Interview
The ability to demonstrate loyalty and confidentiality	✓				✓		
The ability to prioritise and manage time effectively	✓				✓		
The willingness to be generous in time and spirit	✓			✓			✓
A sense of humour and a positive outlook	✓			✓			
Energy, enthusiasm and flexibility	✓			✓			
A determination to succeed	✓			✓			
Ability to work in accordance with all of the school's policies	✓			✓			
A committed lifelong learner willing to undertake further training to suit the needs of the role	✓			✓	✓		
Professional appearance and conduct	✓						
Letter/application form are fully completed and error-free	✓		✓	✓			
Strong support/positive recommendation from referees	✓				✓		
Legally entitled to work in the UK	✓		✓				✓

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline for applications: Monday 20th April 2026 at 9am

Interviews: TBC but will be held early for the right candidate. Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

Start date: September 2026.

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.

We would like to thank you for your time and interest in working in our school.