



ON TRACK EDUCATION



ART TEACHER (PART-TIME)
ADVANCE

**ON TRACK
EDUCATION
SERVICES**



On Track Education provides specialist education for young people with diverse and complex needs. Established in 2004 by a dedicated team of Special Educational Needs (SEN) teachers, we now operate nine independent schools across England. At the heart of our philosophy is a commitment to providing a nurturing, person-centred, and ready-to-learn environment, aiming to restore young people's self-confidence and self-motivation through flexible programmes that combine academic, vocational, and outdoor learning opportunities.

ON TRACK ADVANCE

At On Track Education, we believe in empowering young people to reach their full potential and thrive in an ever-changing world.

Through our Track+ programme, we are designed to provide a dynamic and supportive learning environment where students can reach academically, personally, and prepare for their future.

Our Track+ programme is a critical thinking, creative, resilience, and teamwork. Our supportive staff are there to ensure that every student feels valued, respected, and equipped to face challenges with confidence.



Students study bespoke programmes which are designed to meet their individual needs.

RECRUITMENT AND SELECTION STATEMENT

The safe recruitment of staff is the first step in the effective safeguarding and promoting the welfare of our pupils. On Track Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through robust procedures, good management, transparency and the recruitment and retention of competent, motivated employees who are suited to past (roles) in the role they undertake.

On Track Education recognises the value of and seeks to attract a diverse workforce which reflects people from different backgrounds, with different skills and abilities. On Track Education is committed to ensuring that the recruitment and selection process is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. On Track Education will uphold its obligations under law to not discriminate against applicants.

On Track Education will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that potentially vulnerable roles are taken care to appoint a person who is suitable to work with children or who is obliged to have contact with children or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

- request of a final two satisfactory references, one from most recent employer*
- verification of the candidate's identity
- a satisfactory enhanced DBS check (including barred list information)
- verification of the candidate's mental and physical fitness for the post
- verification of qualifications
- verification of professional status where mandatory DBS status has been correctly overstated
- the production of evidence of the right to work in the UK
- a check for a teacher prohibition order
- a check for a section 25 direction (for management positions)

***) If a Big 4 firm who has worked with children to apply for or work in our schools in any voluntary or paid capacity.**

- On Track Education will contact current and previous employers. If an applicant is awarded, as part of your employment check, a satisfactory recommendation, where you have given permission to use your references to be contacted prior to interview, you should set out your reasons with your application form. On Track Education will follow up with you and where they agree to take in such cases, referees will be contacted. Informal chat interviews and before an offer of employment is made.
- Further checks may be made for applicants who have lived or worked outside the UK. These will include a check for information about any sanction or restriction that an UK governmental body has imposed.

RECRUITMENT AND SELECTION STATEMENT

On Track Education will take up any discrepancies or anomalies in the information provided or issues arising from references at its own cost.

On Track Education will contact current and previous employers of those applicants.

On Track Education will keep and maintain a single central record of recruitment and testing checks, in line with the statutory requirements.

On Track Education requires all staff and children who are contacted or contacted for any offence during their employment to notify the school, in writing, of the offence and penalty.

All jobs within On Track Education are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to disclose spent and unspent convictions, cautions and warnings, including those reported as spent and have an Enhanced Criminal Background Check, or previously issued Criminal Justice Disclosure Certificate will only be accepted in certain restricted circumstances. On Track Education is committed to ensuring that people who have committed an offence will not give any opportunity to work for our schools. All positions are subject to a central check which may include, but is not limited to, a check of the following: the background, status and whereabouts of the applicant. This will depend on the background, status and whereabouts of the applicant.

EQUALITY, INCLUSION AND DIVERSITY

ON TRACK EDUCATION IS COMMITTED TO THE PRINCIPLES OF EQUAL OPPORTUNITY/EMPLOYMENT

On Track Education is committed to the principle of equal opportunity in employment. The terms equality, inclusion and diversity are at the heart of this policy. Equality means ensuring everyone has the same opportunities. It is not just about the same treatment. It is about ensuring everyone has the opportunity to be themselves at work and that the work environment is a safe and healthy one for all. Diversity means the differences between people. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone to get involved in our business to reach this goal.

We value people in individual ways diverse options, cultures, histories and circumstances. All job openings, employees and workers (including agency workers) are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development and promotion. These areas are essential and policies and procedures are amended if necessary to ensure that no one is unfairly discriminated, harassed or treated less favourably.

Equality of opportunity, valuing diversity and compliance with the law is in the benefit of all individuals in our Company as it leads to a healthy and safe work environment. It is a legal requirement for all employers to eliminate discrimination and promote equality of opportunity. It is with managers and employees that we all have a responsibility to ensure that our policy and procedures are applied to all employees in our Company.

Management will ensure that recruitment, selection, training, development and promotion procedures result in job offers and offers of career training to all individuals without regard to gender, race, religion or belief, disability, age, sexual orientation, pregnancy or maternity, gender reassignment, marriage or civil partnership and age. In accordance with our overarching equal treatment policy, we will do our utmost to ensure that no one is treated less favourably on account of their race, ethnic origin, religion or ethnicity or on the basis of being a partner or partner in a firm. The Company's objective is to ensure that individuals are selected, promoted and otherwise treated on the basis of their merit and skills and not on the basis of their race, ethnicity, religion or ethnicity.



ART TEACHER

Responsibility	to deliver their expertise
Qualifications	to meet Education Act 2002 + Knowledge
Skills	to meet Education Act 2002 + to meet their own personal development
Contract type	to meet Education Act 2002 + to meet their own personal development

SAFEGUARDING

All staff in education creating a safe, inclusive and respectful environment is central to everything we do as part of our work. You will be expected to:

- always follow the Staff Code of Conduct policy, modelling integrity and professionalism at all times
- remain vigilant and proactive in identifying any safeguarding risks
- protect concerns and report them promptly through the correct channels
- engage positively in all training opportunities to ensure you are informed and up to date

CORE REQUIREMENTS

In this role, you'll be part of a collaborative team committed to making a difference in the lives of young people. You will bring not only the right experience but also the personal qualities that inspire trust and engagement. In particular, you'll:

- build confidence and trust in both pupils and colleagues
- collaborate effectively and have strong positive relationships across the school
- engage and motivate pupils, supporting both their academic progress and emotional well-being
- hold high expectations for every pupil, celebrating individuality and effort
- build by example with professionalism, positivity and integrity
- actively contribute to the continuous development and improvement of the school
- champion a strong safeguarding culture and practice for the welfare of every child
- work with school partners and uphold these consistently
- maintain confidentiality and professionalism at all times

● JOB PURPOSE

To deliver engaging and meaningful art education that enables students to develop creative skills, confidence and self-expression while working towards agreed learning outcomes.

The Art Tutor will play a key role in supporting students to re-engage with learning, develop their artistic abilities and achieve positive academic and personal outcomes within a nurturing and supportive environment.

The successful candidate will help students use creativity as a vehicle for self-expression, confidence-building and personal development, supporting both educational and emotional progress.

● JOB DESCRIPTION

Teaching and Learning Responsibilities

- Teach Art to students, supporting them to develop skills, knowledge and confidence.
- Plan and deliver a structured curriculum that builds learning over time and supports agreed outcomes.
- Set appropriate learning targets and select teaching to meet individual needs.
- Monitor student progress and provide timely intervention where required.
- Create a positive and supportive learning environment that encourages participation and creativity.
- Use a range of teaching strategies and resources to engage learners.
- Maintain accurate records of student progress and achievement.
- Contribute to reporting and review processes.
- Develop personal and learning opportunities that reflect students' interests, strengths and aspirations.
- Promote creativity, problem-solving and independent thinking through artistic practice.
- Support students in developing transferable skills that contribute to future education, employment and independent living.
- Contribute to cross-curricular projects and enrichment opportunities where appropriate.

Student Support and Wellbeing

- Build positive and professional relationships with students.
 - Support students' social, emotional and personal development.
 - Promote positive behaviour and engagement.
 - Work closely with the Senior Learning Team and other staff team.
 - Maintain a strong understanding of safeguarding and always prioritise student welfare.
 - Recognise the important role that creative activities can play in supporting emotional wellbeing and self-esteem.
 - Help students develop confidence, resilience and a sense of achievement through creative success.
 - Support students who may have experienced barriers to education or disrupted learning.
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Working with Thrive Practitioners

- Support Thrive Practitioners in delivering 1:1 and group sessions
- Work collaboratively with Thrive Practitioners to support student engagement and wellbeing
- Contribute to a consistent therapeutic and educational approach across the provision
- Use creative approaches to support students' emotional regulation, communication and self-expression where appropriate
- Contribute to an underlying culture that promotes wellbeing, inclusion and positive relationships

Assessment and Progress

- Monitor student progress and achievement
- Assess learning against agreed outcomes
- Record learning and delivery in response to assessment information
- Contribute to review meetings and reporting processes
- Use assessment information to identify strengths, barriers to learning and next steps
- Celebrate and showcase student achievement through displays, exhibitions or portfolio work where appropriate

Professional Responsibilities

- Work collaboratively with colleagues across the provision
 - Participate in meetings, training and professional development opportunities
 - Promote equality, diversity and inclusion
 - Always maintain confidentiality and professional standards
 - Comply with relevant policies and procedures
 - Promote and safeguard the welfare of children and young people
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This job description reflects the major tasks to be carried out by the post holder and identifies a **band of responsibility** at which they will be required to work. In the interests of effective working, the major tasks may be reduced from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

While every effort has been made to explain the main duties and responsibilities of the post, each individual has a common core of essential functions which will be expected to comply with any responsibility imposed from the manager to undertake work of a similar kind that is not specified in this job description.

Your normal hours of work may be varied to meet the needs of the service with which you are based. You may be required to work hours in addition to your contracted hours.

Our Track Education Services is committed to safeguarding the welfare of children and young people in their care and respects all staff, contractors and volunteers to meet this commitment. We follow safe recruitment practices and appointments are subject to satisfactory enhanced DBS certification and references.



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