



**MHS**  
Reigate

HEAD OF ART  
**CANDIDATE PACK**



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Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development – including sixth form, international centres and CPD training hubs

Moon Hall is not just a school – it is a movement to reshape the way we see learning differences.

# MOON HALL INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

## OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

## OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



**JOB TITLE:** Head of Art

**RESPONSIBLE TO:** Deputy Head (Academic)

## THE ROLE:

### Purpose of the Role

The Head of Art will lead the Art Department across Key Stages 2-4, ensuring the delivery of a high-quality, engaging visual arts curriculum. The role provides creative and strategic leadership, supports and develops staff, maintains high standards of teaching and learning, and fosters pupils' artistic skills and appreciation of the arts, while contributing to the wider life and ethos of the school.

### Key Responsibilities:

#### Curriculum

- Lead, teach and co-ordinate the teaching of Art across Key Stage 2, 3 & 4.
- Devise syllabuses, resources, schemes of work, marking policies, teaching and learning strategies, ensuring they are regularly reviewed and updated
- Ensure that the curriculum challenges our pupils to reach their full potential and is delivered in an accessible format matched to their individual needs
- Support extended intervention/enrichment activities to enhance pupils' learning experience
- Implement an ongoing monitoring, review, recording and intervention programme which assesses the progress of pupils to inform teaching and learning and to provide an accurate vehicle for discussion with parents through meetings and in written reports
- Promote independent pupil learning, building on raising low self-esteem and confidence
- Ensure all staff mark accurately to allow teacher assessment to inform future planning
- Choose the right exams to suit the needs of our pupils
- Assess pupil performance against agreed levels and tests using the GL assessments
- Ensure all staff prepare short and medium term plans which identify value added input
- Plan suitable educational trips for the different year groups, undertaking risk assessments
- Prepare pupil reports which are specific to each pupil and other documentation as required by the school, parents, or external organisations





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### **Staff Liaison**

- Liaise with the SENCo to establish the learning needs of each pupil, contribute to the IEPs for selected pupils, consult on assessments for potential pupils joining the school
- Liaise with qualified SEN staff to ensure that the learning needs of each pupil are met through the most appropriate lesson delivery
- Promote cross curricular programmes of work with other departments within the school
- Ensure effective communication and consultation with parents of pupils as necessary and that the Headteacher is kept informed of important communications with parents
- Liaise with the SENCo, Headteacher and Senior Leadership Team with regard to the pupils' pastoral needs.

### **Management of Department**

- Lead the Art Department by example; ensure that the Art Department sets high standards of expectation for the staff and that the Art Department's aims and objectives are regularly reviewed
- Promote teamwork and motivate staff to ensure excellence and innovation in teaching and learning to maintain high standards of pupil achievement, development and enjoyment of the subject
- Devise policies pertinent to the Art Department and ensure all relevant general school policies are implemented
- Undertake lesson observations and action as required under performance, reporting to the Headteacher
- Be responsible for organising mutual lesson observations to maintain high standards and build on areas of excellence
- Identify and undertake training needs within the Art Department, ensuring staff take responsibility for their own continual professional development; ensure you manage your own continual professional development and set personal targets
- Chair regular departmental meetings where minutes are taken and actions followed up
- Attend HODs meetings, contributing to the whole school management
- Contribute to annual staff performance reviews, ensuring actions are followed up
- Participate in the recruitment and interview for departmental staff



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- Participate in the recruitment and interview for departmental staff
- Attend appropriate courses and meetings, holding Art Department INSET meetings to disseminate information and exchange of ideas
- Maintain an up to date list of all the Art Department resources, ensuring all are fit for purpose
- Manage the Art Department's data through efficient filing, ensuring all records are kept up to date
- Understand the typical health, hygiene, safety and security risks associated with the Art Department and prepare appropriate risk assessments, updating as change occur within the Art Department or to Health and Safety legislation
- Ensure the Behaviour Management Policy is consistently followed by the Art Department so effective learning can take place

### **Strategic Development**

- Lead the strategic curriculum development of the Art Department contributing to the school's long term development plan; identify future resourcing, budget requirements and aspirations
- Ensure that Art maintains a high profile in the school and with parents

### **Within the School**

- Act as form tutor and carry out the duties associated with that role
- Undertake a share of school duties as may reasonably be requested by the Headteacher; general, administrative, supervisory.
- Take an active role in school life, regularly contributing to the school's programme of extra-curricular activities
- Attend major school events, promoting the ethos and reputation of the school to pupils, parents and other external organisations
- Adhere to all school policies
- Safeguard the health and safety of self and others and comply with the school's Health and Safety Policy





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- Promote and safeguard the welfare of all pupils that you come in contact with
- Maintain high professional standards and maintain positive relationships with colleagues, pupils and parents

### **Safeguarding**

- Every staff member has a legal duty to take reasonable care of their own health & safety at work as well as for the health and safety of others who might be affected by their actions and omissions in the work situation.
- The post holder will be expected to co-operate with management in pursuance of the School's health and safety policies and procedures and will be required to complete all necessary and instructed training.
- The post holder will need to demonstrate a commitment to safeguarding and promoting the welfare of children and young people.



**Apply Now**



## **GENERAL REQUIREMENTS**

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations



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**START DATE: SEPTEMBER 2026**





## GENERAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

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