

Head of Art - Job Description

Salary	MPS/UPS with TLR 2B
Location	St. Aidan's CE High School
Contractual basis	Permanent, Teacher pay and conditions
Responsible to	Headteacher, under the day-to-day management and leadership of a member of the Senior Leadership Team.
Responsible for	Art Department

Overall Purpose of the Job

To provide professional leadership and management of the Art Department in order to secure high quality teaching, effective use of resources and high standards of learning and achievement for all students.

To work as part of a team with other Heads of Department, Director of Learning and the Senior Team, to realise the strategic objectives of the school.

Specific Responsibilities of Head of Art

Knowledge and Understanding

Teaching and Managing Pupil Learning

- Lead the development of teaching and learning to maximise student achievement.
- Ability to provide digital expertise to develop the Graphic Design courses would be desirable.
- Manage resources efficiently so that teaching and learning is effectively supported in the Art Department.
- Oversee planning/schemes of work in the Art Department in line with National Curriculum and specification requirements.
- Ensure curriculum entitlement, coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.

- Monitor implementation in the classroom through regular monitoring in line with whole school systems.
- Ensure teachers are clear about teaching objectives and provide guidance on methodology.
- Consider how the subject can promote citizenship, spiritual, cultural, moral and physical development and preparation for adult life.

Planning and Setting Expectations/Pupil Achievement

- Lead the use and development of whole school data and tracking systems in the department.
- Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.
- Oversee required interventions highlighted by analysis of data.

Assessment and Evaluation

- Appropriate liaison with other colleagues in all matters concerned with the timetable, curriculum, student groupings, examinations and related matters.
- Establish and implement clear department practices for assessing recording and reporting on student achievement, in line with school policy.
- Monitor, analyse and evaluate student standards and achievement against annual targets and track progress in the Art Department.

Relationship with Parents and the Wider community

- Establish good and effective communication with parents.
- Develop links with the local community and wider to extend and enhance the work of the department.
- Establish links with local primary schools/community groups to widen the opportunities of students.

Manage Own Performance and Development

- Keep abreast of new curriculum thinking, teaching methods and examination syllabuses.
- Know and understand the implications of the Code of Practice for SEN for teaching and learning in the subject.
- Actively engage in CPD and Performance Management.

Managing and Developing Staff and Other Adults

- Lead, manage and develop the Art Department curriculum team.
- Act as role model for best classroom practice.
- Monitor standards of teaching in the Art Department, provide feedback, and identify and meet the CPD needs of staff in the Art Department
- Support staff to achieve constructive working relationships with students.

- Support colleagues in their management of student behaviour by using school policy and departmental procedures.
- Devolve responsibilities and delegate tasks appropriately, recognising and utilising the strengths of others within the team.
- Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
- Seek opportunities to support for the professional development of colleagues.
- Provide full and regular feedback to team members, through Departmental Meetings, briefings and memos of matters discussed at meetings held for curriculum managers. Ensure the Department is represented at these meetings.
- Promote links and co-operation with other Departments. Encourage Departmental involvement in whole school initiatives.
- Ensure that senior colleagues are well informed about Departmental policies, plans, priorities, targets and professional development needs.
- Assist in the recruitment and selection of staff within the Departmental area.
- Be responsible for supporting the training and monitoring of ECT and ITT students placed within the Department.
- Ensure that Appraisal procedures have been properly and fairly observed for team members.
- Make recommendations for progression in relation to the school Pay Policy.

Managing Resources

- Advise the Director of Learning of staff and resource needs for the Department.
- Ensure the effective and efficient management and organisation of learning resources.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- In consultation with the team, formulate the Department's Development Plan and implement the process by which they will be monitored and evaluated.
- Contribute to the development of the school as a gallery for the display of student work.

Strategic Leadership

- Identify areas for improvement within the Art Department and contribute to self-evaluation and improvement planning
- Use data and other information to inform strategic planning, to identify improvement targets and to inform the school's leadership
- Develop and implement policies and practices for the subject that reflects the school's commitment to high achievement.
- Analyse current performance of students in the subject throughout the Department and devise strategies for improving standards further.

- Establish, with the involvement of your line-manager, plans for developing and resourcing the department to bring about continuous improvement in teaching and learning student achievement.
- Monitor the progress being made towards targets established in subject planning.
- Evaluate the effects of the Department's work on standards of learning and teaching.

Other specific duties

- Any other duties commensurate with the post

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[April 2024]