

JOB DESCRIPTION

Post Title: **Head of Department: ART**

Purpose:

- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims and curricular policies of the School.
- To be accountable for student progress and development within the curriculum area or the curriculum.
- To play a full part in the life of the School community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- To act as a Curriculum Lead and be responsible for leading and developing this area.
- To monitor, lead, develop and enhance the teaching practices and performances of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.

Reporting to:

SLT member (or Senior HOD if appropriate)

Responsible for:

Teaching staff and other personnel in the department.

Working time:

195 days per year. Full time or negotiate part-time as agreed with the Headmistress.

Salary/Grade:

TLR 2 (b)

Disclosure Level:

Enhanced

MAIN DUTIES

Operational/Strategic Planning

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management of staff and the control and operation of the curriculum within the department.
- To monitor and follow up student progress.
- To implement and uphold all school policies and procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the School.
- To support the relevant manager in the application of ICT in the department.

Curriculum Provision & Development

- To liaise with the SLT Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SDP.
- To support curriculum development within the whole department.
- To keep up to date with national developments in the subject area, teaching practice and methodology.

- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies.

Staff Development

- To work with the SLT Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs and monitored via Performance Appraisal processes.
- To be responsible for day to day management of staff within the department and to act as a positive role model.
- To help the Headmistress and governors with the selection and appointment of new staff.
- To contribute to Appraisal Reviews and to act as reviewer for a group of staff within the department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the School's ITT programme.

Monitoring

- To ensure the effective operation of monitoring systems.
- To assist in the process of the setting of targets within the department and to work towards their achievement.
- To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to school procedures for lesson observation.
- To implement school monitoring procedures and to ensure adherence to those within the department.
- To monitor and evaluate the department in line with agreed school procedures, including development planning and self- evaluation.
- To seek/implement modification and improvement where required within the relevant curriculum area.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Management Information

- To ensure the maintenance of accurate and up to date information concerning the department.
- To make effective use of analysis and evaluation of performance data.
- To help to produce reports within the self-evaluation cycle.
- To assist in the production of reports on examination.
- To identify exam entries within the department.

Communications and Liaison

- To organise and run effective department meetings.
- To help ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication, as appropriate, with the parents of students and with governors.
- To liaise with partner schools, higher education, industry, examination boards, Awarding Authorities and other relevant external bodies.
- To contribute to school liaison and marketing activities e.g. the collection of material for press release.

- To contribute to the development of effective subject links with partner schools and the community;; attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools and the wider community.
- To actively promote the development of effective subject links with external agencies.

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the School and the students.
- To work with the SLT Line Manager in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral System

- To monitor and support the overall progress and development of students within the department, including SEND, EAL, G & T students, and vulnerable groups.
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PSHCE and Citizenship according to the School policy.
- To assist in the implementation of the behaviour management system in the department so that effective learning can take place.

Additional Duties

- To engage actively in CPD.
- To engage actively in the performance review process.
- To be courteous to all members of the school community and to provide a welcoming environment to visitors and telephone callers.
- To undertake any reasonable request by Headmistress/SLT.

The School will endeavour to make any reasonable adjustments to the job and 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 shown but, in consultation with you, may be changed by the Headmistress to reflect or anticipate changes in the job commensurate with the grade and job title.