

JOB DESCRIPTION

TITLE SUBJECT LEADER - ART
PURPOSE TO ENABLE ALL PUPILS AND TEACHERS TO FULFIL THEIR POTENTIAL WITHIN THE MUSIC DEPARTMENT.
LINE MANAGEMENT ART DEPARTMENT
TLR GRADE 2 C - £6,645
ACCOUNTABILITIES 1. Strategic leadership to contribute towards the formulation and implementation of whole school targets. <ul style="list-style-type: none">a) Lead colleagues in producing and implementing an annual self evaluation and Departmental Improvement Plan to support pupil progress.b) Work with colleagues in developing, reviewing and then implementing all relevant policies, including behaviour and inclusion, to ensure consistent delivery of best practice.c) To contribute towards the Subject Leaders group, part of whose function is to discuss and develop curriculum policy in line with the National Curriculum, latest Government initiatives and the needs of our students.d) Represent the views of colleagues within own area of responsibility in a variety of situations.e) Establish and maintain regular communications with the SLT, Governors and other schools, where appropriate, to support the development and implementation of whole school priorities.f) Ensure Departmental colleagues are implementing the schools SIP priorities.g) Support the Catholic ethos of the school.h) Contribute towards the extra curricular life of the school particularly through musical events and activities. 2. Leading teaching and learning to enable pupils and staff to fulfil their potential. <ul style="list-style-type: none">a) Support Departmental colleagues in achieving pupil progress targets.b) Plan, deliver, reflect and evaluate own role as a Subject Leader to develop performance.c) When appropriate, delegate department specific tasks to achieve Departmental priorities.d) Ensure that all the requirements of internal and public examinations are met.e) Ensure that the Deputy Head Timetabling has the correct information required for staffing and timetabling the curriculum to support effective teaching and learning.g) Ensure that subject reports are written to support pupil progress.h) Ensure that Departmental Schemes of Work and policies are developed to support improvements in teaching and learning. 3. Management of staff to achieve high levels of motivation and performance. <ul style="list-style-type: none">a) When required, to be involved in the appointment and induction of staff new to the department to maintain high standards of teaching.b) Advising SLT of any staffing issues within the department.c) Leading and managing department meetings to support improvement in teaching and learning.d) Defining the work of staff who have particular areas of responsibility in the department to ensure effective delivery of the curriculum.e) Ensuring that cover work is available when department members are absent to ensure pupil progress is maintained.f) Support the professional development of staff in the department, helping them to set personal, professional and school based targets and arranging/supporting requests for INSET related to these to maintain high levels of performance which improves pupil learning.g) Taking part in ITT when required to support professional developmenth) Supporting staff in matters of discipline to ensure that positive learning climates are maintained.

4. Management of financial and physical resources to support pupil progress and achieve best value

- a) Managing the department budget to achieve best value.
- b) Maintaining a record and managing the allocation of equipment and resources to support effective teaching and learning.

5. Monitoring, evaluating and quality assurance to maintain good pupil progress.

- a) Arrange to observe all members of department teach at least once during the year. Use this as part of a review of teaching and learning styles within the department designed to support pupil progress.
- b) Monitoring, assessing and reviewing pupils' work with the department, in line with the Whole School Policy, to support pupil progress.
- c) Evaluate individual Pupil Monitoring information in the department's curriculum area. Take action where required to maintain good levels of pupil progress.
- d) Monitor and evaluate the achievements of pupils linked to target setting to support improvement in teaching and learning.
- e) Evaluate department public examination results to support improvement in teaching and learning.
- f) Meet regularly with identified line manager as part of the whole school self evaluation process.

6. Effective communication to ensure pupils, parents and colleagues are well informed.

- a) Establish and maintain regular communication within the department and school and, when required, with parents to support pupil progress.
- b) Make sure records of pupils' work are kept to fulfil examination/National Curriculum/Ofsted requirements and to support improvement in teaching and learning.
- c) Ensure that the department follows school procedures outlined in the Staff Handbook to achieve consistency, best value and pupil well being.

POST HOLDER SIGNATURE..... DATE.....