

## **Co-ordinator of Art – Job Description**

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**LOCATION:** Ebbfleet Academy  
**RESPONSIBLE TO:** Co-ordinator of Learning

### **KEY RESPONSIBILITIES**

- Assist in the leadership of the Curriculum Area.
- Assist the Co-ordinator of Curriculum Area to develop and implement the following across key stage 3, 4 and 5:
  - appropriate courses
  - schemes of work
  - policies
  - assessments
  - data analysis
  - teaching and learning strategies
- Assist in the day-to-day management, control and operation of course.
- Provision and learning within the Curriculum Area, including effective deployment of staff and other resources.
- Assist in the raising of student attainment and achievement within the Curriculum Area.
- Contribute to and implement the development of academy-wide initiatives.
- To support the Co-ord in Curriculum Area discipline issues.
- To support Co-ord in lesson observations, work scrutiny and moderation exercises.
- To keep up-to-date with curriculum and pedagogical development within the Curriculum Area and, in discussion with Co-ord, support curriculum staff as appropriate to raise awareness and expertise.
- To participate within the interview process for teaching / support staff posts.
- When required and to ensure effective induction of staff in line with Academy procedures.

### **OTHER SPECIFIC DUTIES**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the curriculum area.
- In conjunction with Co-ordinator to monitor actively and follow up student progress.
- To ensure that the aims and objectives of the curriculum area match the needs of students of all abilities and ages.
- To co-ordinate the work of the curriculum area across all three colleges and to ensure that the work fully reflects the academy ethos and values.
- To ensure that innovative approaches to new technology are deployed within the curriculum area.
- Ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme, which complements the Academy Performance Agreement.
- To lead curriculum development for the whole curriculum area.

- To keep up-to-date with curriculum and pedagogical development within the curriculum area and keep members of senior staff abreast of these as appropriate.
- To maintain accreditation with the relevant examination and validating bodies. ● To implement Academy policies and procedures
- To ensure that staff development needs within the curriculum area are identified and that appropriate programmes are designed to meet such needs.
- To make appropriate arrangements for classes when staff are absent.
- To participate within the interview process for teaching / technician posts when required and to ensure effective induction of staff in line with Academy procedures.
- To participate in the Academy ITT Programme.
- To promote effective teamwork and motivate staff to ensure effective relations.
- To ensure the effective operation of quality assurance systems within the curriculum area.
- To design targets for the curriculum area in line with the Academy Improvement Plan and work towards their achievement.
- To contribute towards the Academy's procedures for lesson observation.
- To seek / implement improvement where required.
- To make effective use of analysis and evaluate performance data provided.
- To identify and take action on issues arising from data, systems and reports: setting deadlines where necessary and reviewing progress on the actions taken.
- To produce reports based on staff and students performance when required to do so.
- To lead the collection of data and analysis for the curriculum area.
- To liaise with outside agencies when appropriate
- To lead the development of effective subject links both within the Academy and with partner school and FE and HE institutions.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down.
- To ensure that the curriculum area's teaching commitments are effectively and efficiently timetabled and roomed.
- To lead Academy initiatives related to improving levels of numeracy amongst all students.

## **PASTORAL SYSTEM**

- To monitor and support the overall progress and development of students within the College and the Curriculum Area.
- 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 a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to Academy policy.
- To ensure the Behaviour Management system is implemented in the Academy so that effective learning can take place.

## ACADEMY ETHOS

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Support the Academy in meeting its legal requirements for worship.
- Promote actively the Academy's corporate policies.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## Safeguarding of students and duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.