

Lawnswood School

Job Description – Design Faculty Lead Teacher : Art

Post Title:	Lead Teacher: Art
Purpose:	<ul style="list-style-type: none"> To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying the subject, in accordance with the aims of the school and policies determined by the Governing Body and Headteacher of the school To be accountable for leading, managing and developing Art To take a wider role as part of the leadership of the Design Faculty To raise standards of student attainment and achievement within the whole curriculum area of Art and to employ robust monitoring systems that ensure students' progress. To develop and enhance the teaching practice of others. To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting to:	<ul style="list-style-type: none"> Head of Faculty: SLT
Responsible for:	<ul style="list-style-type: none"> Teaching staff including: teaching staff and other relevant personnel within the department.
Liaising with:	<ul style="list-style-type: none"> Head/Deputies, AHT's, Head of Faculty, other Subject Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents.
Working Time:	195 days per year. Full-time
TLR:	2b

MAIN (CORE) DUTIES

Strategic Direction and Development of the Subject	<ul style="list-style-type: none"> To develop policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning. To lead the day-to-day management, control and operation of course provision with the subject area of Art, including effective deployment of staff and physical resources. To select appropriate syllabuses and examination boards in line with school objectives To liaise with the Associate Headteacher to maintain accreditation with the relevant examination and validating bodies. To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Behaviour Policy, SEN, ICT, ARR etc. To work with colleagues within the faculty to formulate aims, objectives and strategic improvement plans (short and long term) which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. To be responsible for areas across the whole Faculty for example Literacy, Focus on Your Future (#FOYF). To produce an annual department improvement plan that outlines strengths, areas for improvement, external examination performance analysis and targets for improvement (action plan) To lead an effective monitoring system focused on work scrutiny, home learning, literacy, assessment and teaching and learning within the department and produce reports that celebrate good practice, informs future practice and improvement To ensure school procedures for lesson observation are followed. To lead and manage the subject to ensure that planned activities reflect the needs of students within the subject area, SIP/DIP and the aims and objectives of the School. To line manage teachers within the subject of Art to ensure that the work in raising standards, teaching and learning and assessment within the curriculum area fully reflects the needs of the school. To regularly use data on pupil performance to inform policy and practice, target setting, identify underachieving pupils, implement targeted intervention and monitor the effectiveness of the subject. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject are in-line with national requirements and are updated where necessary.
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Teaching and learning	<ul style="list-style-type: none"> • To ensure schemes of work are high quality and enable high quality teaching and learning that supports: pupil progress, differentiation, robust and frequent assessment and full curriculum coverage for all cohorts of pupils. • To provide guidance, to staff in their subject, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils. • To ensure that staff are kept up to date in terms of subject knowledge and skills in the subject of Art and design . • To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students • To ensure quality lesson planning within the department that meets the needs of all students with quality learning activities, questioning and assessment as integral features. • To ensure outstanding practice, in line with school policy, for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement. • To encourage extra-curricular activities related to the subject and ensuring that the subject permeates the life of the school. • To develop effective links with the local community, including primary feeder schools, Higher Education links, business and industry, to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding. • To plan and teach students according to their educational needs, including the setting and marking of work • To undertake assessment of students as requested by external examination bodies • To ensure a high-quality learning experience for all students • To ensure that Art makes an effective contribution to the SMSC development of staff and students. • To maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
Leading and Managing Staff	<ul style="list-style-type: none"> • To establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate. • To be responsible for the day-to-day management of staff within the Art and act as a positive role model. • To coach members of staff to develop teaching and learning within the department and to enable teachers to achieve expertise in their subject teaching • To ensure that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards. • To work with the SENCO and any other staff with inclusion expertise, to ensure that work is matched to individual pupils' needs. • To work with the Faculty Leader for Design and AHT: Teaching & Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • If appropriate to undertake Performance Management Review and to act as reviewer for a group of staff within the subject of Art. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
Efficient and effective deployment of staff and resources	<ul style="list-style-type: none"> • To liaise with the Faculty Leader for Design on the deployment of staff involved in the subject • To ensure the effective and efficient management and organisation of learning resources, including ICT. • To manage the available resources of space, staff, money and equipment efficiently; including deploying the department budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To work with the Faculty Leader for Design to ensure that the Subject's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:	<ul style="list-style-type: none"> • To promote the SMSC development of individual students and Tutor Group. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual student; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To ensure the Behaviour Management system is implemented so that effective learning can take place. • To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and Tutor Group. • To liaise with a Year Manager and Pastoral Leader to ensure the implementation of the school's Pastoral System. • To register students, and encourage their full attendance to all lessons and registration periods • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To alert appropriate staff to problems experienced by students • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to Pastoral programme, citizenship and enterprise according to school policy
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Other Specific Duties:
<ul style="list-style-type: none"> • To actively promote the school's safeguarding policies and procedures. • To play a full part in the life of the school community, to support the schools' ethos of welcome and care and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for daily worship. • To promote actively the school's policies and procedures • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by SLT, not mentioned in the above.

<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
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<p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>

Signed

Name

Date