

Head of Art and Photography

PURPOSE OF POST

1. To lead and develop a department which has pupil progress, engagement and enjoyment of Art and photography at the heart of its ethos.
2. To lead and manage teaching, learning and development in Art & Photography.
3. To lead and develop an engaging and inspiring Art curriculum at Key Stage 3.
4. To lead and develop an engaging and inspiring Photography curriculum for Key Stage 4.
5. To be accountable for student progress and development in Art and Photography across all Key Stages.
6. To lead, develop and enhance the teaching practice of teachers in the department.
7. To line manage, appraise and promote the professional development members of staff in Art and Photography accountable to the Head of Department.

Reporting To

A member of the senior leadership team

GENERIC RESPONSIBILITIES

High standards of teaching and learning and achievement

1. To act as role model for the department, setting the highest personal standards of stimulating, challenging and inclusive teaching and purposeful, successful and enjoyable learning.
2. To lead the development of teaching and learning strategies in the department.
3. To monitor and evaluate the quality of teaching and learning in the department through regular observation of the other teachers in the department.
4. To develop and improve the quality of teaching and learning in the department through observation, constructive professional feedback, modelling, team teaching and, where appropriate, providing targeted training.
5. To promote and monitor the climate for learning in the department through regular structured self-evaluation.
6. To be responsible for promoting and improving the departmental environment for learning.
7. To monitor and support student progress across the curriculum area to raise standards of student achievement and attainment.
8. To promote and foster enrichment, extension and extra-curricular activities for students, linked to the subject(s), to develop pupils' interest, motivation and enjoyment.

Strategic and operational planning and management

1. To lead the development of appropriate syllabuses, schemes of work, marking policies, assessment and teaching and learning strategies.
2. To be responsible for the effective and efficient day-to-day management, control and operation of course provision within the department, including the effective deployment of staff and resources.
3. To work with departmental colleagues to formulate coherent and relevant aims, objectives and improvement plans for the department in response to whole-school priorities and strategic planning and the needs of students.
4. To work with other post-holders in the department to ensure that development across the whole curriculum best supports student progress and achievement.
5. To develop the application of ICT in the department to support teaching, learning, assessment and management according to school policy.

6. To work with the Business Manager to plan and cost the financial and business needs of the department according to school policy.
7. To liaise with the Site Manager to ensure that Health and Safety policies and practices, including Risk Assessments throughout the department are in line with national requirements, are regularly updated, and to put into place a management system to ensure that policy and risk assessments are followed.

Staff

1. To create a sense of purpose / shared vision among the departmental team and secure commitment.
2. To be responsible for the day-to-day management of staff within the department and act as a positive role model.
3. To promote teamwork and to motivate staff to ensure effective working relations.
4. To ensure the effective induction, support and monitoring of new staff.
5. To be responsible for the efficient and effective deployment of support staff within the department.
6. To work with the relevant member of SLT to ensure that staff development needs are identified and appropriate programmes are put in place to meet such needs.
7. To make appropriate arrangements for classes if staff are absent, liaising with the Data Officer.
8. To participate in the interview process for teaching posts as required and to ensure the effective induction of new staff in line with school policy.
9. To undertake performance management reviews for the staff line managed.

Line Management

1. To be accountable for the line management of staff within the department. This involves the totality of their performance, as members of the department, their professional development, and challenging objectives.

Curriculum provision and development

1. To lead curriculum development for the whole department.
2. To be accountable for the development and delivery of the departmental curriculum, ensuring that this is in line with national requirements.
3. To liaise with the relevant deputy / assistant headteacher to ensure the delivery of a high quality appropriate, relevant and cost-effective curriculum.
4. To actively monitor and respond to curriculum development and initiatives at national, regional and local level.
5. To keep the department up-to-date with national developments in the subject area, teaching practice and methodology.

Progress of students

1. To ensure that school policy on behaviour, rewards and sanctions is upheld within the department so that effective learning can take place.
2. To be responsible for the overall monitoring of students' progress and performance in relation to the targets set for each individual, ensuring that appropriate intervention is made when necessary to support students in their learning.

3. To take overall responsibility for the department's intervention strategies and their organisation and management. To evaluate the impact of intervention strategies and use the evaluation to inform improvement.
4. To be responsible for the quality of student outcomes across the Key Stages.

Quality

1. To ensure that effective, efficient management systems are in place to monitor quality.
2. To set targets within the department according to whole-school policy, and to work towards their achievement.
3. To put into effect whole-school quality procedures and to ensure that these are adhered to in the department.
4. To establish common standards within the department and develop the effectiveness of teaching and learning in the department.
5. To monitor and evaluate the curriculum area / department in line with school policy, and to seek / implement modification and improvement where required.

Management Information

1. To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
2. To make use of analysis and evaluate and interpret performance data provided to inform departmental planning and improvement.
3. To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
4. To provide the Headteacher and Local Governing Body with relevant information relating to departmental performance and development as required, including reports on examination performance including the use of value-added data.

Communications

1. To ensure that all members of the department are familiar with its aims and objectives.
2. To ensure effective communication / consultation as appropriate with the parents of students.
3. To liaise with examination boards, higher education, partner schools, business and industry, awarding bodies and other relevant external bodies.
4. To represent the department's views and interests.

Marketing and liaison

1. To contribute to the school liaison and marketing activities – e.g. providing news for the website, contributing to newsletters to parents.
2. To be responsible for the effective promotion of the department at Open Days / Evenings and other events.
3. To lead the development of effective subject links with partner schools and the community according to school policy.
4. To actively promote the development of effective subject links with external agencies and organisations.

Whole-school

1. To act as a form tutor and carry out the duties associated with that role as outlined in the generic job description.
2. To play a full part in the life of the school community, to support and model our ethos of faith, vision and nurture, and to encourage by example, leadership and management, staff and students to follow this example.
3. To contribute actively to the development of whole-school policy, working groups and initiatives.
4. Carry out other duties from time to time as directed by the Headteacher.

Personal and professional

1. To take responsibility for one's own personal professional development.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

In your application, please demonstrate how you meet these criteria. Do not include a curriculum vitae.

Head of Art and Photography	Essential / Desirable	How identified (A/I/LO)
Qualifications / Experience		
Good honours degree in Art, Photography or a joint degree in which Art is a major component	E	A
PGCE or equivalent and Qualified Teacher Status in Art	E	A
Relevant and successful teaching experience	E	A / I
Higher degree or further professional qualification	D	A
Relevant and recent professional development	D	A
Relevant experience of team-leadership which has had an impact on either or both pupils and teachers	D	A / I
Teaching and Learning		
Commitment to Art and Photography as an academic discipline, and the ability to enthuse and inspire young people to become skilled learners.	E	A / I
Excellent subject knowledge and pedagogy	E	A / I / LO
Good knowledge and experience of developments in the Art curriculum and assessment in Key Stages KS3 & 4	E	A/I
Good knowledge and experience of developments in the Photography curriculum and assessment in Key Stage KS4	E	A/I
An understanding, and experience of, the ways in which students' learning and achievement can be maximised	E	A/I/LO
Excellent, engaging, creative practitioner, who can establish good relationships with students of all ages and abilities	E	A/I/LO
A commitment to achievement for all, and evidence of having had a positive and sustained impact on students' achievement and attainment	E	A/I/LO
Leadership and Management		
A clear vision of what constitutes excellence in an Art and Design department	E	A/I
An understanding of the systems and structures which need to be in place to achieve excellence, and the drive and commitment to implement this.	E	A/I
An understanding and experience of the effective use of data to promote improvement.	E	A/I
Understanding of and some successful experience of staff development – how to grow your team to become excellent teachers.	E	A/I
Evidenced commitment to your own professional development.	D	A/I

Personal		
Resourceful and creative	E	A/I
Excellent time manager	E	A/I
Resilient, intuitive and tactful	E	A / I
Excellent communication skills	E	A / I
Good negotiation skills	D	I
Ethos		
A commitment to the development of the whole child – in curricular, extra-curricular and pastoral dimensions	E	A/LO/I
Sympathy / compatibility with the Christian and faith ethos and character of the school.	E	A/LO/I
Key A = Application I= Interview LO = Lesson Observation		

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview.