

JOB DESCRIPTION

Job Title: Head of Art

Location: Parkway

Salary scale: MPS/UPS+SEN+TLR2b

Purpose of Job Role:

- To lead and coordinate the delivery of the Arts curriculum
- To monitor the delivery of the activity across the Trust and to ensure high standards in classroom practice, organisation and curriculum assessment
- To contribute to the strategic planning of the Trust

Specific Duties and Responsibilities:

Use specialist skills to

- To design an appropriate and progressive curriculum in Art that reflects the ethos of the school and meets the needs of all young people.
- To lead in enhancing standards of teaching and learning within the department.
- To teach designated young people ensuring that teaching is differentiated to meet their specific needs
- To monitor and assess and report progress with regard to individual young people and class groups, ensuring personalised and effective intervention where appropriate.
- To be responsible for the completion of the Art Development Plan so that the department is appropriately and effectively resourced.
- To manage efficiently any physical and financial resources allocated, giving reports as requested and ensuring health & safety at all times.
- To ensure that the use of financial resources has a clear impact on improving student outcomes
- To lead curriculum meetings and appraise staff across the Trust.
- Communication and consultation with the parents of young people within the department.
- To monitor and evaluate the quality of teaching, learning and progress using agreed quality assurance timeframes and recording systems in partnership with other leaders.
- To contribute to relevant groups and meetings as appropriate to include after Trust meetings.

Professional Responsibilities

- To lead, manage and develop teaching and learning in designated areas of the school and make an impact on the educational progress of groups of young people other than assigned teaching classes or groups.
- To undertake the duties and responsibilities of a classroom teacher as required by the Principal.
- To take a lead in maintaining and developing the aims and objectives of the school.

Curriculum

- To coordinate the delivery and development of the Arts curriculum.
- To advise policy in relation to the Arts curriculum.
- To implement a broad, balanced and relevant curriculum as an entitlement.
- To ensure regular monitoring and review of curriculum delivery and assessment.
- To keep up to date with subject developments and liaise with external agencies as appropriate.

Pupils

- In line with centre and Trust-wide policies, to operate appropriate systems of pupil management.
- Regular monitoring and reporting of individual progress; reviewing as appropriate.
- To ensure that all young people receive a balanced Think Differently Education Trust curriculum.
- To monitor pupil progression through regular book, planning, work scrutiny and learning walks in line with school policies.

Staff Recruitment & Development

- To participate in relevant staff recruitment processes adhering to the principles of Safer Recruitment
- To facilitate staff development in the subject context.
- To be responsible for organising and chairing team meetings.
- To act as a team leader for Appraisal purposes.
- To contribute to and liaise with relevant groups as appropriate.
- To complete and record a centre specific induction for all new staff, long term cover staff and students.

Relationships & Communications

- To participate in the development & maintenance of effective communication within the school; and with parents, schools, and relevant agencies.
- To develop and maintain effective partnership working with governors, staff, parents, schools, and other professionals.
- To promote a culture of appropriate information sharing and regular communication with parents, carers and other professionals.
- To assist in the preparation of reports to the Assistant Principal (teaching and Learning) and Governing Board.

Other responsibilities:

- Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all organisational systems and procedures.
- Abide by and adhere to all Trust policies and practice including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
- Promote and support inclusive practice.
- Promote the agreed vision and aims of the school.
- To be willing to teach Personal Development as and when needed.
- Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
- To be flexible to work across all Think Differently Education Trust sites as the needs of the Trust dictate.
- To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

Team/s: Centre and Curriculum Team

Responsible to: Centre Leader, Assistant Principal (teaching and Learning), Vice Principal, Principal.

Responsible for: Art Curriculum Team

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Job description issued after consultation

Signature of the Principal..... **Date**

Copy received by

Signature of the Post holder..... **Date**

