

# Job Description: Head of Art & Design

## Post Details

<b>School/setting:</b>	Poole High School
<b>Post type:</b>	Teaching Staff
<b>Grade/Pay Level:</b>	Teachers Main/Upper Pay Scale, plus a TLR 2.2
<b>Responsible to:</b>	Assistant Headteacher

### Main Purpose

- To maintain standards of students' attainment and achievement in the curriculum area
- To be accountable for student progress and development within the curriculum area
- To decide on the provision of an appropriately broad, balanced, relevant and adaptive curriculum for students
- To be accountable for leading, managing and developing the support for students within the curriculum area
- To be responsible for the formulation and regular updating of the departmental excellence plan with due regard to the school's excellence plan and SEF priorities

### Duties and Responsibilities

#### Standards

- To role model highly effective teaching and learning strategies
- To develop an ethos amongst students of striving for excellence in the curriculum area
- To have a secure knowledge of the developments and the opportunities within the curriculum for students

#### Teaching and Learning

- To regularly use and analyse data to improve student performance, in particular, by identifying individual students or groups of students who are underperforming and implementing effective strategies to overcome this
- To actively monitor and follow up on student progress
- To deploy support staff effectively to further raise standards in the subject
- Use effective data analysis to raise the attainment of all students within the curriculum area and, in particular, targeted groups such as pupil premium students, SEN students, students who are looked after and any other group of students needing specialised support

#### Strategic and Operational Planning

- To ensure the effective financial management that links spending to planned and agreed priorities within the department.
- To manage the effective keeping of student progress records within the curriculum area
- To lead and support the subject teachers, including leading on the monitoring and evaluation of teaching, learning, and development of subject schemes of work.
- To ensure that health and safety policies and practices, including risk assessments, are implemented
- To ensure effective liaison with other schools and education providers under the direction of the senior leadership team

#### Curriculum Development

- To manage, evaluate, and refine the subject area curricula to support strong outcomes and engagement for all students.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels

#### Staffing

- To be responsible for the day-to-day management of staff in the department and to act as a positive role model

- To undertake Performance Management Reviews (PM) and to act as a reviewer for a group of staff within the designated curriculum area
- To promote teamwork and to motivate staff to ensure effective, inclusive, and collaborative working relations

#### Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

#### Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

#### Twynham Learning Attributes for all Staff

Ambition for excellence  
Professionalism  
Humility  
Championing change

Inclusiveness  
Positivity  
Community-mindedness  
Being collaborative

#### Qualifications, Knowledge, Skills and Attributes Required

##### Essential:

- An outstanding classroom practitioner across all key stages.
- Able to evidence outstanding teaching and learning in the current role and GCSE results which reflect this through both attainment and progress against national expectations
- Demonstrates high levels of professionalism at all times and is a role model for others
- Is able to communicate effectively and positively with all stakeholders at all levels
- Has an excellent understanding of the national curriculum in the subject
- Is committed to the wider aspects of school life, including extra-curricular activities
- Is committed to leading a dynamic and forward-thinking team
- Is able to help develop high-quality schemes of learning and quality assure (QA) their implementation across the department
- Is able to hold staff to account for the progress of students across the department
- Is committed to obtaining the highest standards of achievement, and a believe that enjoyable learning is the most effective learning
- A passion and enthusiasm for your subject
- Has QTS

##### Desirable:

- A good sense of humour

#### Notes

This job description may be amended at any time in consultation with the postholder.

#### Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).