

Head of Art

Responsible to: Assistant Headteacher

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and those required to meet the Teachers' Standards. This job description may be modified by the Headteacher, with your agreement, to reflect or to anticipate changes in the job, commensurate with the salary and job title.

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

Leading and Managing Staff

1. Lead and appraise a team of Art teachers.
2. Provide support for the professional learning of all Art teachers.
3. Lead and appraise an Art Technician.

Ensuring High Quality Student Outcomes

1. Monitor student achievement through analysis of progress, engagement and homework data and create in-year action plans (4i models) to address any emerging issues.
2. Monitor closely the performance of individual groups of students including Pupil Premium and SEND.

Leading Teaching and Learning

1. Ensure that the Art curriculum, across all year groups, is engaging, innovative and promotes high-quality student outcomes.
2. Keep abreast of Art curricular developments nationally, including changes to specifications at GCSE and A-level.
3. Provide advice and support on the implementation of specifications for GCSE Art and Design.
4. Provide advice and support on teaching and learning methods in Art which secure high-quality student outcomes.
5. Ensure that effective and proportionate assessment systems are in place to measure student performance and to enable students (and their parents) to see what they need to do next to improve.
6. Ensure high quality marking and feedback in Art.
7. Evaluate the quality of teaching and learning in the department through a variety of monitoring activities, including lesson observations and learning walks, and use this information to improve the quality of teaching and learning further.
8. Ensure that the teaching environments in Art are stimulating and safe.
9. Promote and develop independent study skills for students across year groups.
10. Promote the use of technologies to support engagement with and enjoyment of Art.
11. Support and uphold all relevant school policies.
12. Contribute to whole school teaching and learning events.

Working with Others

1. Work closely with the Assistant Headteacher who links with the department.
2. Work closely with Head of Student Services/SENCO and Student Services team to support students, including those with SEND, across all year groups.
3. Work closely with parents of all students to support their learning and maximise their progress.
4. Work in collaboration with partnership primary schools to maximise student learning in Art across phases.
5. Work in collaboration with other Art departments across the Acer Trust in order to share best practice.

Other Responsibilities

1. Attend and contribute to Middle Leaders' meetings.
2. Complete an annual exams analysis document.
3. Complete an annual departmental self-evaluation document.
4. Write an annual subject improvement plan for Art.
5. Ensure that all arrangements for exams are in place including controlled assessments, special arrangements, exam entries, etc.
6. Ensure that all students receive appropriate information, advice and guidance (IAG), especially in relation to Guided Choices in Year 9 for GCSE courses.
7. Ensure that students have a range of extra-curricular opportunities (including educational visits) to support their learning in Art.
8. Take an active role in Teaching and Learning Reviews.
9. Carry out regular student voice activities.
10. Make contributions to the weekly staff bulletin.
11. Make contributions to the weekly school newsletter.
12. Make links with the local community where appropriate.
13. Prepare an annual budget for the Art department.
14. Ensure that the Art department's information on the school website is current and useful.
15. Carry out any other reasonable request by the Headteacher.