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| **ST THOMAS MORE CATHOLIC COMPREHENSIVE SCHOOL**  **JOB DESCRIPTION**  HEAD OF ART |

JOB DESCRIPTION

a) To comply with the ‘Conditions of Employment of Teachers other than

Head Teachers’ as laid down in the School Teachers Pay & Conditions

Document.

b) To monitor the quality of teaching and learning in the department.

c) To provide professional leadership and management.

d) To lead the drive to raise achievement further in the department in line with

the school ethos.

e) To be a role model of outstanding teaching.

PRINCIPAL RESPONSIBLITIES

1) Leadership

a) Direct, deploy and monitor the work of staff teaching within the Art

Department for quality of work and subject matter for new teachers,

NQTs and students.

b) Address planning and practical issues relevant to the department and

the school.

c) Provide guidance and support to all staff (teaching and non-teaching)

within the department and to support professional development of

members of the department.

d) Representing the department at whole school meetings and lead

aspects of department meetings.

e) To successfully complete the performance management cycle.

f) To monitor the department development plan as required.

2) Curriculum

a) Plan, implement and review schemes of work to ensure for the effective

and efficient delivery of the requirements of the exam boards.

b) To lead/oversee curriculum development, including the development of

appropriate syllabuses, resources, schemes of work to school format,

teaching, assessment and marking policies which support the school’s

implementation of all current statutory requirements.

c) To respond actively to national, regional and local developments and

initiatives, including content, teaching practice and methodology and

assessment.

d) To ensure that there is a departmental presence at the start of every

examination in Art. To liaise with the exams team to ensure the accuracy

of exam entries and data.

e) To encourage collaborative projects in conjunction with other

departments within and beyond the learning area, and outside the

school’s formal timetable, involving, where appropriate, other staff and

other schools, including feeder primaries.

f) To encourage, facilitate and participate in the development of ICT

within the department.

g) To attend appropriate INSET, co-ordinate departmental INSET, and

contribute to whole school CPD programme with a view to developing

and disseminating good practice.

3) Contribution within the Art Faculty

a) To be an exemplary teacher and to demonstrate excellent teaching

skills to other teachers.

b) To create a cohesive internal faculty structure.

c) To monitor student progress and run intervention when necessary.

d) To organise teaching resources within the Art Department

e) To promote the subject beyond the classroom, e.g. extra-curricular

activities, wall displays.

f) To hold regular departmental meetings.

g) To be responsible for health and safety within the department, and to

communicate concerns to the Health and Safety Officer.

h) To promote cross curricular co-operation and learning.

4) Organisation

a) Responsibility for determining, implementing, and evaluating and

reviewing departmental targets in the department development plan in

line with the agreed priorities of the school improvement plan.

b) Responsibility for department’s accommodation, equipment and

learning resources.

c) Responsibility for marketing the department and its specialisms

internally and externally.

d) Manage communication with parents and the community in liaison with

colleagues as appropriate.

e) Advise on external examination entries. To oversee delivery of national

testing and examining procedures within the department.

5) Quality Control

a) Monitor, review and evaluate pupil progress and the assessment of

their work in line with school policy and National Curriculum

requirements.

b) Ensure regular monitoring of trackers, in class assessments and PPEs.

6) Teaching and Learning

a) Ensure that schemes of work are produced, monitored and reviewed

and updated for the Art Department.

b) Develop assessment processes for key stages 3 and 4 and to

contribute to the assessment process.

c) Ensure that appropriate differentiation of the curriculum is made to

meet the needs of all levels of pupil ability.

d) Promote teaching and learning styles which stimulate pupil interest and

involvement in learning.

e) Monitor teaching and learning within the department.

f) Keep up with developments in Art teaching through appropriate INSET.

7) Monitoring and evaluation

a) To be accountable for the implementation of school policies and

procedures within the department.

b) To play an active role as a middle leader in whole school development.

c) To ensure that the work of the department promotes a positive ethos

and encourages social and moral responsibility through adherence to

the school mission statement and aims.

d) To analyse and interpret relevant national, local and school data and

inspection evidence to inform policies, practice and expectations and

teaching methods.

8) Staffing

a) To lead the department by example through modelling excellent

professional practice.

b) To promote teamwork and motivate staff to ensure effective working

relations.

c) To be responsible for the day-to-day management and deployment of

staff, including support staff and to be mindful of work/life balance.

d) To oversee arrangement for classes when staff are absent, ensuring

proper cover work is provided, and that the cover teacher is aware of

work to be done.

e) Effectively line manage any members of the department.

9) Other

a) In discharging the duties of the post, to have due regard to the

provision of the Health and Safety at Work legislation.

b) To promote Equal Opportunities Policies in a manner compatible with

the duties of the post.

c) Undertake other duties (commensurate with the level of responsibility) as may be required by the Head Teacher.