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| **Subject Leader Art**  **Job Description** |

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| **Post:** Subject Leader Art  **Responsible to :** Assistant/Deputy Principal  **Salary :**  MPS + TLR1a |
| **Main Aim of the Job:**   * To ensure that a high standard of teaching, student learning and behaviour are maintained throughout the Department   **Fulfilling this aim will require a focus on the following key roles:**   1. Leading, line managing and developing the team of staff 2. Managing, monitoring and evaluating teaching and learning in the Department 3. Management and development of resources 4. Managing, monitoring, evaluating the flow of information that supports teaching and learning   **Example tasks for each key role include the following (this is not meant to be an exhaustive list) :**   1. Leading, line managing and developing the team of teachers  * Promoting a happy working atmosphere in the Department * Monitoring colleagues morale, health, attendance and punctuality; and acting accordingly * Appraising colleagues * Mentoring other Managers in the Department * Inducting new staff * Producing a Departmental development programme * Setting clear targets for improvement and to raise achievement using, for example, analysis and evaluation of exam results and value added information and current attainment grades * Keeping informed about legislative changes that affect Drama, e.g. National Curriculum, Health and Safety * Observing colleagues teaching and producing constructive support for colleagues to enable improvement of practice * Ensuring colleagues achieve high standards of student behaviour in their classes * Monitoring the management of students with Special Needs; and acting accordingly * Monitoring implementation and effectiveness of Department and school policies; and acting accordingly * Maintaining a Departmental handbook * Encouraging and enabling professional development * Deploying staff effectively * Keeping the Department up to date with courses, syllabuses, techniques etc. * Taking a leading role in the recruitment and retention of staff * Playing a leading role in department reviews * Appraising colleagues in line with the school Performance Management Policy * Supervising exams in area under his/her responsibility  1. Supporting the managing of teaching and learning in the Department  * Selecting appropriate examination syllabuses * Developing and maintaining schemes of work * Checking students’ books * Checking colleague’s lesson plans * Setting minimum standards for behaviour * Ensure strategies are in place to meet the needs of all students * Checking the setting and quality of homework * Analysing Departmental results * Encouraging extra-curricular activities within the Department * Supporting and encouraging good student behaviour in the Department * Ensuring effective use of assessment * Developing the curriculum in consultation with the line manager   **3.** Supporting the managing and developing of resources   * Compiling programme budget submissions * Managing Department’s finances * Maintaining physical security of Department’s resources * Leading to production and development of quality in-house resources * Creating an effective working environment for staff and students * Developing an effective resource base * Being involved in writing bids for internally and externally available resources as appropriate * Commissioning new equipment, including ICT equipment * Specifying supplies required   **4.** Supporting the managing of the flow of information that supports students learning and behaviour by   * Regularly meeting line manager * Working with other Subject Leaders * Ensuring colleagues have access to resource packs and equipment * Developing colleagues’ use of ICT * Maintaining good record keeping systems * Monitoring quality of and progress reports; and acting accordingly * Ensuring deadlines are met by all Department Team members * Maintaining a central record of student progress * Setting and monitoring challenging targets * Analysing student data * Processing exam results and ensuring colleagues are aware of the implications of this   The post holder is required to carry out the duties of a schoolteacher as set out in the current School teachers’ pay and Conditions Document.  Willingness to abide by safeguarding guidance and principles |
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