**Trinity School, Sevenoaks**

**Subject Leader of Art - Job Description and Person Specification**

Job Title: Subject Leader of Art

Responsible to: A member of SLT or Head of Faculty

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students.
* Be positive, dynamic and challenging in all aspects of work.
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school.
* Take responsibility for their own learning and development.
* Develop the skills and talents of other members of the community.
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work.
* Play an active part in the life of the school and its community.
* Develop social cohesion and positive links with the whole of our local community.
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headteacher.

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the School Teachers' Pay and Conditions Document.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Specific Responsibilities for this Post**

* Inspire students so that art is a popular subject at GCSE and A level study
* To monitor and evaluate standards of teaching and learning in the department
* To monitor and evaluate standards of behaviour within the department, supporting colleagues to achieve best practice
* To ensure that the art curriculum and schemes of work are appropriate for and accessible to all students
* To manage the process of reporting to parents
* To ensure that assessment data is used effectively within the department to raise achievement
* To contribute to the School Development Plan
* To take part in the appraisal process to ensure it is a genuine tool for departmental improvement
* To ensure that there are increasing opportunities for enrichment of learning through visits and activities outside of the day-to-day curriculum

**Other Responsibilities**

* To undertake other duties from time to time discussed with the Headteacher and line manager where appropriate.
* To support the aims and ethos of the school
* To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of pupil behaviour.
* To manage and lead team and planning meetings

**Person Specification**

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|  | **Essential** | **Desirable** |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the school * Resilient * Strives for excellence in every aspect of school life | * An ability to show innovation and flexibility |
| Skills | * Excellent classroom teacher * Ability to plan, assess and record accurately * Ability to meet targets and deadlines * Excellent interpersonal skills and verbal communication skills * Ability to motivate others * Determination and perseverance * Enthusiasm and passionate * Patience | * ICT competent, in particular powerpoint * Experience and willingness to organise and run trips |
| **Knowledge** | * Excellent knowledge of art * National Curriculum requirements at all key stages * Awareness of current issues relating to art * Effective teaching and learning styles * Monitoring, assessment, recording and reporting of pupil progress * Statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children |  |
| **Experience** | * Teaching at all key stages of secondary education * Teaching at all ability ranges * Proven track-record of exam success at GCSE and A-level |  |
| **Qualifications** | * Qualified Teacher Status and Degree |  |

**Signed………………………………………… Date……………………**

**Employee**