



## **St. Mary's CE Primary School**

### TEACHER OF ART

#### *Job Description*

Pay Scale: MPS

Responsible to: The Head Teacher

### **Subject Leader Responsibilities – Art and Design and Design Technology**

- To track and support the academic progress of students in your subject area
- To produce long, medium and short term plans for the delivery of the subject area
- To ensure the schemes of work for the subject are drawn up and reviewed and revised, to ensure continuity, curriculum coverage and progression for all pupils
- To plan effective delivery of the curriculum within the subject areas
- To manage resources within the subject area
- To be responsible for creating and updating school policies
- To provide an outstanding professional model as a classroom practitioner
- To liaise with the Head Teacher, Deputy Head Teacher, and Class Teachers as appropriate in matters of progress and attainment of the pupils
- To promote enrichment activities within the subject area e.g. to run an after school club, plan and deliver theme weeks etc.
- To be responsible for subject rooms and displays at all times
- Convey a positive 'can do' attitude, motivate and inspire staff to secure successful outcomes
- Ensure that appropriate methods of assessing and recording children's needs and progress are introduced and maintained
- Provide professional development opportunities for all staff
- Advise and assist Class Teachers and other members of staff in planning individual or group programmes for children who require extra provision
- Liaise with other subject leaders and co-ordinators to ensure that appropriate provision is made for children across all areas of the curriculum
- Update the Head Teacher and the Governing Body on the effectiveness of provision for pupils
- Ensure parents are well informed about the curriculum, targets, individual pupil progress and achievement
- Select equipment and materials for order within an agreed budget
- Keep informed of current developments by attending in-service course, visits, reading and study

### **Teaching Responsibilities**

- To teach timetabled lessons and undertake all necessary preparation for the teaching of these lessons
- To select appropriate materials and methods of teaching including differentiated materials for children with special educational needs, as appropriate
- To establish good working relationships with groups and individuals and to encourage pupils to be actively involved in their own learning
- To set and mark homework in accordance with school policy
- To monitor pupil performance and notify class teachers of any issues related to their pupils

- To set work for classes in cases of planned absence and for unplanned absence, if possible. To ensure that all equipment is available for such lessons
- To keep records of pupil progress and be prepared to discuss individual progress with relevant staff and parents
- To write reports on pupil progress in keeping with the school's Assessment Recording and Reporting Policy
- To attend parents' meetings
- To prepare comments for references as requested
- To review one's work both within the subject and within the school as a whole.
- To demonstrate an interest in one's continuing professional development
- To participate in and co-operate with, the school's arrangements for the appraisal of teacher performance
- To communicate with the Head Teacher and Deputy Head Teacher over matters of curriculum, resources, classroom management and discipline
- To ensure that care is taken of subject specific resources and to ensure, as far as is possible, that all equipment used by staff and pupils is in a safe condition and that safe practices are adopted at all times
- Liaise with other schools to ensure continuity of support and learning when transferring pupils

### **General Responsibilities**

- Support the vision, ethos and policies of the school to secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability
  - Those listed in the current Teachers' Pay and Conditions document
  - To set high personal standards in presentation, punctuality etc.
  - Ensure inclusive practice and equality of opportunity for all
  - To take a share in the general responsibilities of running the school and supervision of pupils. To partake in the normal duties associated with this, e.g. break duty, dinner duty, supervision of school detention etc.
  - To be aware of the school's policy statements and to comply with their recommendations and procedures
  - To read daily notices and attend staff meetings and act upon information or arrangements
  - To attend assemblies where possible
  - To supervise and so far as practicable, teach any pupils whose teacher is not available to teach them
  - Contribute to the school magazine.
  - Attendance at Open Days, Parents' Evenings, and any other school events.
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- To support the Christian ethos of the school and be able to lead Collective Worship
  - To undertake any professional duties, which may be delegated from time to time by the Head Teacher

Job descriptions are intended as reference documents which identify main responsibilities and activities. They may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agree with your line manager.