**JOB DESCRIPTION**

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| **Job Title:** | Head of Art | **Department:** | Art |
| **Hours of Work:** | Term Time. Fixed Term for one year. | | |
| **Responsible To:** | Deputy Head (Operations) | **Responsible For:** | Art Department |

**Summary of Role:**

We are looking for a well-qualified and inspiring teacher of Art to lead our outstanding department. Ideally the successful applicant should be a Fine Artist with an established success and passion for teaching drawing, painting, sculpture and printmaking. The ability to teach at all levels is required and some previous management experience and textiles teaching would be an advantage. The Art department consists of a team of 4 highly committed teachers and an excellent and supportive full-time technician. We have fantastic purpose-built facilities: two large 2d studios with individual workstations for Sixth Form, a separate 3d studio, two kilns, a dark room and fully equipped textiles room. Art is a thriving subject at Woldingham with all Year 7 and 8 taking part and the majority of Year 9. Art is popular at GCSE (Edexcel) and at A Level we run two endorsements Fine Art and Textiles (both Edexcel). Every year a number of students go on to Art Foundation and degree courses in the UK and abroad.

The work students produce is broad; balancing an experimental approach with strong skills. We encourage risk taking, critical reflection, individuality and independence. We place a strong emphasis on drawing which underpins most of our projects. We run two Life Drawing classes a week and the art studios are open after school for students to complete their art study. It is expected that the successful candidate would participate in this afterschool programme which we run on a rota system. Art trips and visits to galleries are part of our curriculum and we take Year 11 students to St Ives at the beginning of the academic year.

**Specific Responsibilities:**

1. To plan and prepare schemes of work and lessons thoroughly, according to department and school policies.
2. To prepare relevant classes for public examinations at GCSE and Advanced Level, according to the syllabuses specified above.
3. To manage pupils’ behaviour and promote a working atmosphere in lessons by following department and school policy.
4. To set, mark and assess work, record assessments and write reports according to Department and school schedules and policies.
5. To undertake the responsibilities of a form tutor, promoting the academic and personal development of the tutees in your care.
6. To contribute to the co-curricular programme.
7. To advise and support students with their art school applications, portfolios and interviews.
8. To teach and organise Life Drawing.
9. To support students after school in the studios.
10. To organise and run Year 9 art workshop, A Level Art trip and Year 11 St Ives trip.
11. To run 11+, 13+ and 16+ scholarships.
12. To attend Edexcel assessment training days.
13. To liaise with the GCSE and A Level moderators.
14. To attend GCSE and A Level results days.

**Responsibilities**

(1) QUALITY ASSURANCE: To secure and maintain high standards of teaching and learning in the subject. To ensure that the quality of the educational experience provided within the department for all pupils, regardless of ability, serves as a positive advertisement for Woldingham School.

(2) PUPIL ASSESSMENT AND MONITORING: To establish maintain and review practices for the close monitoring of every individual pupil’s progress.

(3) LEADERSHIP OF STAFF: To support, guide and motivate all teachers within the department. To work closely with the SLT to identify, anticipate and resolve any problems affecting the morale of the staff in the department and their ability to perform their jobs to a high standard. To take an ongoing interest in the professional development of all staff in the department.

(4) EFFECTIVE STRATEGIC THINKING: To continually evaluate the effectiveness of teaching and learning practices, schemes of work, qualifications and courses on offer in order to ensure that pupils are always being provided with the best learning opportunities available. To identify and anticipate needs in the subject and consider these in relation to the overall needs of the school.

(5) RESOURCE MANAGEMENT: To ensure that human and other resources within the department are always employed to maximum positive effect.

(6) MARKETING AND PUBLIC RELATIONS: To work closely with the Marketing Department to advertise the strengths and achievements of the department and the school.

(7) CONTRIBUTING TO WHOLE SCHOOL LIFE: To share in all aspects of school life. All staff are expected to contribute to the extra-curricular programme at Woldingham.

**Specific Responsibilities**

Under Objective 1

* To hold regular fortnightly department meetings which include routine sharing of good practice and resources.
* To clearly communicate the teaching and learning standards and objectives of your department and the whole school to members of staff under your leadership.
* To develop an atmosphere of intellectual enthusiasm and the open sharing of ideas and good practice within your department.
* To carry out a regular annual calendar of quality assurance activities within the framework laid down by the school.
* To respond to concerns regarding any aspect of the teaching of a member of department with swift, effective and fair quality assurance activities.
* To ensure that appropriate differentiation is occurring in all classes within your subject.
* To ensure that – both within and outside the class room – those pupils that show a particular aptitude for or interest in your subject are provided with appropriate opportunities for academic extension and enrichment.
* To have a clear and practical set of strategies in place for dealing with underachieving pupils in your subject.

Under objective 2

* To ensure, through standard quality assurance activities, that assessment is being carried out according to the criteria laid down in the academic section of the staff handbook.
* To ensure that all reports produced by members of the department meet the criteria laid down in the academic section of the staff handbook.

Under objective 3

* To ensure that all the staff under your leadership – particularly those who are new to the school – know what is expected of them.
* To ensure that any new members of your department know where to access all the information they need, and are closely monitored and supported during their initial months.
* To support staff who are facing a challenge in a particular area of their teaching with a professional blend of firm direction and emotional support.
* To get to know the particular strengths and interests of your staff and to ensure that these are recognised, employed and developed.
* To ensure that staff CPD is a part of your annual cycle of quality assurance. To have a clear record of which INSETS and CPD opportunities your staff are attending.
* To take responsibility for, and work with SLT to successfully intervene in, any tensions that arise among the staff under your leadership.

Under objective 4

* To continually review the effectiveness of all of the following:
  + The courses offered by your current exam board in relation to those on offer from other exam boards.
  + Departmental SoWs for each year group.
  + Departmental trips, visiting speakers and other such enrichment activities.
  + Technologies, textbooks and all other non-human resources used by the department.
  + Teaching practices employed within the department.
* To communicate any proposed strategic changes to the appropriate members of SLT in a clear and concise fashion that sets out the advantages, costs and risks of any proposed change.
* To be open to new technologies and teaching practices that are proposed by others, whether from within or outside your department.
* To make use of student-voice when undertaking strategic reviews.

Under objective 5

* To nurture the staff under your leadership as laid down under objective 3.
* To review physical resources as laid down under objective 4.
* To ensure that, as far as possible within whole-school timetabling constraints, the departmental timetable is employing all staff where their particular strengths and enthusiasms will have the most positive impact.
* To anticipate future resource needs (whether staffing or non-human) as accurately and early as possible, so as to aid whole-school recruitment and budgetary processes and help ensure that your needs can be effectively met by SLT.
* To liaise closely with the Library Manager, and to keep abreast of paper and electronic resources in your field, to ensure that students have access to – and training in – research opportunities beyond the use of standard textbooks etc.

Under objective 6

* To ensure that the profile of your subject is sufficiently prominent, both within and beyond the school.
* To use academic enrichment events and/or subject-related societies to combine academic benefit for the pupils with effective marketing for your department and the whole school.
* To ensure that your department contributes fully to the positive image of the school on occasions such as Open Days - through careful preparation of the staff under your leadership, of physical displays and resources and of any activities on offer to visitors.
* To ensure that the department is well organised for the preparation and marking of entrance and scholarship papers.
* To ensure that all requests for the updating of course booklets and other materials for existing and prospective parents are responded to with due care and attention and carried out to-deadline.
* To ensure that all your staff are well prepared for parent-teacher meetings.
* To ensure that any staff absences from parent-teacher meetings are, as far as possible, flagged up in advance, and that any absences are compensated for by swift and useful communication to parents both before and after the event.
* To ensure that any communications from parents (whether direct to you or passed on from Heads of Year or SLT) are dealt with in a prompt and thorough manner.

Under objective 7

* To communicate with SLT regarding whole school developments or procedures in a way that is honest but constructive.
* To be sensitive to whole-school perspectives when engaged in dialogue concerning allocation of time or physical resources for your department.
* To take an active and positive role in whole-staff sharing of educational ideas and initiatives. To encourage the staff under your leadership to do the same.
* To undertake any additional duties, as laid down by school policies (e.g. study supervision) or as reasonably requested by the Headmistress.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * A well-qualified and experienced individual with a degree in Chemistry. * The ability to teach up to A Level. * The ability to work as part of a team. * Fluent and accurate written and spoken English. * Excellent ICT Skills. |  |
| **Personal Behaviours** |  |
| * Communication Skills – the ability to communicate effectively with a range of staff, pupils and parents. * Decision Making Skills – the ability to solve problems and make decisions. * The ability to place your decision-making within the wider context of whole-school needs. | * Vision and creativity for developing the department. * Experience of implementing fresh ideas in an academic department |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |
| **Leadership and Management** |  |
| * An ability to communicate enthusiasm and vision to the staff and pupils under your leadership. * The ability to lead and manage people to work towards a common goal. * The ability to show an interest in the welfare, happiness and professional development of those under your leadership. | * Previous experience of leadership. |