

POST TITLE:	Head of Faculty - Visual Arts (DT or Art Specialism)
STATUS:	Permanent
SCALE:	L6-L10
LINE MANAGER:	SLT – Assistant Head

Job Purpose:

To provide professional leadership and management of the Visual Arts department, to support and develop the team and to hold the team members accountable for student progress. To manage, lead and develop the curriculum, in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

In addition to the duties set out in the “School Teacher Pay and Conditions of Service” document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

DUTIES AND RESPONSIBILITIES

Principal Accountabilities

1. To agree, monitor and evaluate the student progress targets to promote pupil achievement and to make a measurable contribution to the department / whole school targets.
2. To create a team improvement plan which contributes positively to the achievement of the department / school improvement plan (SIP) and which actively involves all subject teachers in its design and execution.
3. To engage all team members in the creation, consistent implementation and improvement of schemes of work, which encapsulate key learning strategies.
4. To provide regular feedback for team members in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible and measurable impact on student progress.
5. To assist the designated member of the leadership team/subject team leader in the ongoing review of the standards of leadership and progress of students in the subject area, consistent with the schools self-evaluation procedures.
6. To ensure that you and all team members and students understand, and are actively implementing, the key aspects of the school’s values and beliefs and all aspects of school agreed policies including the school’s behaviour and inclusion policies.
7. To oversee and evaluate the subject/team budget allocation to ensure the budget is spent in line with priorities and the principles of best value.
8. To support and contribute to school arts events, including school productions, exhibitions and showcases.

To lead and manage the team:

- To ensure a coordinated approach to teaching, learning, and assessment, recording and reporting, in line with whole school policies.
- To ensure a coordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.

- To ensure that the team has a consistent approach to work with all students including those on the SEND registers and that this is followed up in departmental practices and documentation.
- To develop schemes of work, which provide for differentiation and emphasise the use of skills and knowledge.
- To keep the curriculum under review and encourage students to take an examination at the end of Key Stage 4.
- To maintain the commitment for students to pursue the arts post 16.
- To encourage students to participate in visits and other events as extra-curricular activities.
- To monitor and evaluate the delivery of the curriculum through line management of staff and oversight of student's work and lesson observations.
- To make a major contribution to the School Improvement Plan through whole school and department planning and evaluation.
- To work effectively with other Heads of Faculty across trust schools and the borough.

Responsibilities for Leadership and Management of the Department, ensuring the following areas are addressed:

(a) Teaching, Learning and Assessment

- To oversee all work within the subject area and ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students.
- To continually review and develop the range of learning experiences offered to students.
- To keep informed of curriculum developments relevant to the subject.
- To ensure detailed schemes of work are prepared in line with national and exam board requirements and school policy.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified.
- To develop effective liaison with the Inclusion and Year Teams to ensure and support appropriate intervention for identified students at risk of underachieving, and to ensure that the educational needs of all students are met.
- To ensure that accurate records of progress are kept and updated frequently by all teachers in the team.
- To regularly moderate assessment procedures to ensure accuracy and consistency of all teachers in the team
- To ensure that all behaviour concerns are dealt with in line with faculty and school policy
- To ensure that profiles and progress reports are written on all students, by published deadlines, and that these conform to school policy.
- To devise and implement strategies for celebrating student achievement, e.g. regular display of work, and informing relevant parties in school and families
- To participate in the implementation of cross-curricular links within the department.
- To liaise with, and assist where appropriate, the Senior Teacher – Assessment, in the conduct of public and internal examinations.

(b) Professional Support

- To give advice and support to other teachers involved in the delivery of Art and Design Technology, in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within the subject areas
- To work with the SLT person responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.

- To offer all team members' opportunities, to aid their professional development. Such opportunities should reflect the school's approach to appraisal and include strategies for extending professional experiences, and be agreed in consultation with the CPD coordinator.
- To ensure that appropriate work is set for cover staff.
- To ensure the preparation and regular update of the Department Handbook.

(c) Communications

- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene teaching team meetings and ensure notes of discussion and action are kept.
- To contribute to effective liaison with institutions outside the school, including primary schools and post-16 institutions organised by the department.
- To keep team members informed of curriculum developments.
- To liaise with parents, as and when appropriate.

(d) Resources

- To monitor and ensure the allocated capitation is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To ensure that the general environment within the Visual Arts area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to person in charge of premises and facilities.
- To liaise with the SLT person responsible for timetable over staff deployment and timetabling.

(e) General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the department/team
- Participate in the regular review of this job descriptions

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Trust policies.

Signed:..... Date

Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Head of Faculty - Visual Arts

PERSON SPECIFICATION
Head of Faculty - Visual Arts

Requirements:	Assessment Criteria		
Qualifications:	Interview	Application Form	Lesson Observation
Education to good honours degree or equivalent plus teaching qualification		•	
Evidence of continuing professional development relevant to the post	•	•	•
Experience:			
Successful experience of middle management in an inner city comprehensive school	•	•	•
Successful involvement in planning, implementing and evaluating initiatives to raise achievements	•	•	•
Sustained successful experience as a classroom practitioner across the age and ability range 11 to 19	•		•
Experience of working with data to promote learning and achievement	•		•
Experience of raising the achievement of diverse groups of students across the ability range	•		•
Evidence of leading and managing effective and significant change across at least two key stages	•		•
Experience of building productive relationships with staff, students and parents and governors	•		•
Management and leadership skills:			
Success at motivating staff to raise students performance and at enthusing them to develop new ideas and initiatives	•	•	•
Ability to maintain effective working relationships at all levels whilst demonstrating a flexible approach	•	•	•
Evidence of the ability to delegate, consult and be decisive	•	•	•
Professional knowledge and understanding			
Knowledge and understanding of recent curriculum developments and wider educational issues	•	•	•
Knowledge, understanding and the ability to use ICT to promote learning and for management tasks (some experience of constructing whole school timetables would be desirable)	•	•	
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	•	•	
Behavioural competencies:			
The ability to promote and maintain the highest standards in all aspects of the work in the school.	•	•	
Team player with energy, enthusiasm and perseverance.	•		
Experience of working under pressure and managing competing demands and deadlines	•	•	

The ability to communicate effectively both orally and in writing, with a variety of audiences across the whole school	•	•	•
An understanding of the role of leadership team members and the professional qualities required to fulfil the role effectively	•	•	•
Commitment to supporting whole school events and extra-curricular activities	•	•	
A willingness to listen, empathise and to be self-critical and reflective	•		•
A sense of fun as well as the ability to work hard and calmly under pressure	•	•	•