Head of Art TLR 2C

TEACHING ALLOCATION

18 Teaching periods
2 Leadership; 5 Preparation, Planning & Marking

REPORTING TO:

Assistant Headteacher / Deputy Headteacher

RESPONSIBLE FOR:

- Art
- Teaching Art classes and other subject classes as allocated by the Leadership Team

PURPOSE OF THE JOB

- To provide leadership and management for Art to secure excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

KEY FUNCTIONS

- Teach Art, including planning, setting homework, marking and assessment in line with school policies.

- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of students. Monitor attendance in your tutor group and ensure that absence notes are returned.

- Ensure that excellent teaching and learning takes place in all allocated classes.

- Mark, assess, record and report on pupil achievement and maintain records as required. Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Most Able).

- Contribute to the development of Schemes of Work, School and Department policies as requested.

- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies. Monitor targets for students on report.

- Undertake specific duties as agreed with your line manager.

- Attend and contribute to meetings and professional development activities.

- Contribute to the school's extra-curricular programme.

- Meet deadlines for reporting, marking, submission of coursework and other assignments.

- Prepare students for examinations and take part in standardisation or moderating exercises as required by the School or examination boards.

- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.

- Follow School Policy and support the Leadership Team in the effective operation of the school.

KEY FUNCTIONS (AS HEAD OF DEPARTMENT: Art)

1. Impact on educational progress beyond your assigned pupils

- Raise the attainment of pupils in Art.

- Monitor behaviour in Art and place students on subject report in line with the Behaviour Policy.

- Monitor planning, record keeping, marking, teaching progress, homework and assessment.

- Have a central record of assessment data.

- Lead, coordinate and monitor the Art Development Plan.

- Organise events that raise the profile of Art.

2. Lead, develop and enhance the teaching practice of others

- Develop Schemes of Learning that all subject teachers contribute to and use.
- Observe subject teachers each term and co-ordinate peer observations.
- Mentor and support colleagues (including NQTs, ITTs, OTTs, GTPs) and encourage their professional development.
- Use meetings to share good practice, moderate and cascade training.
- Establish a network with local Primary and Secondary schools.
- Line manage colleagues who teach Art.

3. Have accountability for leading, managing and developing a subject

- Innovate in learning. Keep abreast of subject developments and lead these in Art.
- Prepare for Art meetings – identify the purpose, circulate an agenda and minutes.
- Review Schemes of Work annually.
- Use student targets to set targets for teachers of examination classes.
- Following each reporting cycle, review assessment data and coordinate follow up across the subject.
- Manage the delegated budget for Art to resource the curriculum.
- Participate in recruitment and appointment of Art teachers.
- Collect, moderate and prepare coursework for submission to examination boards.

4. Line management for a number of people