



Post held: Head of Art

Responsible to: Assistant Head and Headmaster

Liaises with: Deputy Head, Head of Lower School and Head of Upper School

Key Responsibilities:

The post-holder will be expected to meet the following requirements:

ADMINISTRATIVE

- Know and adhere to the systems and school policies defined in the staff handbook and in the employment handbook
- Coordinate the work of the Art Department, drawing up a departmental development plan and schemes of work in accordance with school policy and external requirements
- Ensure that records are maintained of all matters pertaining to the running of the department, and the achievement of pupils
- Oversee the resources of the department, being responsible for ordering and controlling materials and other equipment
- Be responsible for the budget of the department, planning and controlling expenditure
- Oversee the equipment, furniture and fittings, ensuring that the whole department is maintained in an appropriate manner, providing an attractive and stimulating environment for learning
- Keep full, up-to-date records of the attainment of all pupils taught, monitor their progress and take action where necessary to ensure that standards are upheld

LEARNING AND TEACHING

- Be responsible to the Headmaster and Assistant Head for the quality of learning and teaching of Art in the Prep school, liaising closely with colleagues in the Pre-Prep, ensuring high standards of both expectation and achievement
- As and where appropriate, ensure that ICT is included within the teaching of the subject
- Ensure that regular and appropriate assessment and reporting is carried in the correct manner
- Teach a timetable across the full age range in the Prep school, following the department's agreed curriculum and scheme of work
- Ensure the effective display of student work within the general school environment, as well as in the Art Department
- Be responsible for the regular setting and marking of work both in class and for homework
- Set, prepare and mark practical and/or coursework assignments as required for scholarship assessments to other schools
- Organise regular visits to regional and national Art galleries

COMMUNICATION

- Contribute to any school publications relating to academic studies as required
- Be responsible, in liaison with the Assistant Head for planning departmental timetable needs and class setting, allocating pupils as appropriate
- Organise occasional promotional events related to the department
- Attend regular departmental meetings for curriculum and pastoral issues
- Write reports and contribute to references on pupil attainment as required

LEADERSHIP AND DEVELOPMENT

- Encourage the sharing of ideas and material that may be of use to colleagues, and developing resources from elsewhere
- Undertake CPD as appropriate
- Ensure that a varied programme of extra-curricular Art activities is offered to pupils
- Contribute to school and departmental clubs, societies and activities and share in the organisation of extra-curricular activities such as residential field courses, theatre trips and residential visits and which fall outside the school day and at weekends, as required by the Headmaster

WIDER RESPONSIBILITIES AND DUTY OF CARE

- Ensure the safety of pupils and staff in the Department, assisting in the compilation of relevant risk assessment documents and making sure facilities and equipment are well maintained and meet Health and Safety guidelines
- Attend parents' evenings, staff meetings, prep and other duties, CPD sessions and such school functions as required by the Headmaster
- Undertake pastoral responsibilities, for example as a group tutor, as required by the Headmaster
- Provide subject-specific support for applicants for scholarship exams
- Pass on any pastoral concerns which arise and liaise regularly with tutors and Heads Section as appropriate

Arrangements for appraisal of performance

The role of the Head of Art will be monitored through the school's Performance Management Programme.

NB: The job holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Headmaster or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer.

Signed: _____ Date: _____