



Benton Park School



JOB DESCRIPTION

Leader of Art

Name:	
Subject:	
Allowances:	TLR 2b
Responsible to:	Assistant Headteacher
Line Manage:	Creative Arts Faculty
Review Date:	

PURPOSE OF THE JOB

To assist the Headteacher with the management and organisation of the school in seeking to achieve the highest standards of student achievement and school efficiency.

To lead the Curriculum area of Art ensuring that there is a climate of continuous learning for all and that this ensures students are able to succeed fulfilling their potential. Supporting a diverse range of enrichment and engagement activities will ensure that the opportunities available for all maximises student progress.

Job Purpose:

- Develop a shared vision for Art that 'creates a climate for great learning, success and opportunity'
- Support, develop and hold accountable a team of Art teachers and provide professional leadership and management of the Art Department in order to secure high quality teaching and improve standards of learning and achievement of all students.
- To play a full part in the life of the school community and support the achievement of its vision and aims. To contribute to the distinctive ethos of Benton Park School and to encourage staff and students to follow this example.

The specific responsibilities include:

Curriculum and Curriculum Planning

- To ensure the delivery of an effective, high quality and cost effective Art curriculum
- In collaboration with members of the department produce a Departmental Development Plan that feeds into the Faculty and School Development Plan.
- To review progress against the Departmental, Faculty and School Development Plans in order to contribute to whole school improvement
- To engage all Art staff in the creation, development and consistent implementation of effective schemes of work and Student Learning Plans
- To work with members of the department to ensure effective preparation and assessment of internal examinations including faculty moderation and standardisation
- To keep up to date with all relevant assessment requirements and co-ordinate the process of preparing students for external examinations. This includes the internal and external moderation and the completion of the required documentation for the awarding body.
- To contribute to PSHCE, Citizenship and equalities work of the whole school
- To deploy staff effectively, using their skills, qualifications and experience to enable the curriculum to be delivered to the appropriate level for identified groups/students
- To lead the co-ordination of appropriate arrangements for classes when staff are absent, liaising with other staff as necessary to ensure appropriate cover work is completed and the curriculum is delivered effectively

Teaching, Learning and Professional Development of Staff

- To model 'outstanding' teaching and learning. To lead the development and continued improvement of teaching and learning across the department, in line with the school's Teaching and Learning Policy, in order to secure 'outstanding' student progress.
- To maintain a personal commitment to professional development in order to facilitate the learning of the departmental team and to contribute to the school as a whole.
- To liaise with the Assistant Headteacher: Teaching and Learning to ensure that all staff are supported and are able to deliver consistently high quality teaching utilising the Benton Park Learning Model.
- To support and mentor staff, including ITT trainees and NQT's so that the Teacher Standards are met by all members of the team.
- Promote and encourage the use of technology to support Teaching and Learning.
- To implement strategies to ensure all staff utilise all opportunities to develop and improve the literacy and numeracy skills of students that they teach.
- To implement, support and quality assure educational enrichment activities within the faculty including booster classes as appropriate to provide a

breadth of experience that will improve student enjoyment, learning and progress.

- To ensure that the school's Performance Appraisal Policy is implemented effectively throughout the department

Self-Evaluation and Quality Assurance

- To monitor and evaluate all aspects of the department to ensure there is an accurate understanding of the strengths and areas for development to inform improvement planning
- To work with staff in the department to regularly analyse student progress and attainment data, at student and teaching group level, in order to identify and address any underachievement and support 'outstanding' achievement for all students within the department. To use the results of this analysis to inform improvement actions.
- To communicate effectively with all members of the department so that they are familiar (and work in line with) the aims and objectives of the department and the school. To promote whole school initiatives and maintain the consistent implementation of department, faculty and whole school policies and procedures.
- To monitor the work of all members of the department and check the implementation of school policies, e.g. setting of homework, marking of students work and the assessment and recording of progress. To involve staff in the review and evaluation of their own work, including the standards and progress of students that they teach.
- To utilise the school systems and procedures to challenge underperforming staff, providing or brokering the appropriate support and professional development to improve performance.

Student Progress and Well being

- To liaise with the AHT: Learner Progress, AHT: Curriculum, SENCO and department staff to ensure that the needs of all students are met so that they are able to fulfil their potential and make 'outstanding' progress
- To ensure that appropriate challenging targets are set for all students and that high expectations and high standards are maintained across the department
- To lead and work with departmental staff to monitor and support the overall progress, attendance, development and wellbeing of students to ensure equality of opportunity. To ensure that appropriate action is taken if there are any issues or concerns.
- To support the school's Attitude to Learning Framework, to maintain a positive environment for teaching and learning.
- To ensure effective communication with parents/carers so that they are advised and informed of their child's progress as appropriate.

Resource Management

- To ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed within the constraints of the school
- To monitor 'best value' expenditure and decide on the priorities for the spending of departmental capitation in consultation with other members of the team
- To effectively deploy Curriculum Support Staff in controlling the stock of books and equipment etc. ensuring the inventory is up to date and that financial regulations in terms of requisitions and stock control are adhered to.
- To oversee the maintenance of records on capitation spending and commitment to ensure proper financial control.

Enrichment and Engagement

- To support trips and enrichment activities for all Key Stages to ensure students are fully engaged in all aspects of their learning and development.

HEALTH & SAFETY

Area Leaders will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work and ensure that they lead their faculty in Health and Safety requirements

THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Signed

Date

PERSON SPECIFICATION

Job Title: Leader of Art		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> education to degree level or equivalent QTS an excellent track record of recent, relevant professional development experience of effective teaching and performance. Outstanding practitioner 	<ul style="list-style-type: none"> innovative use of resources leading a curriculum area
Leadership & Management	<ul style="list-style-type: none"> innovative approaches to working with students, parents, staff and other stakeholders prioritise, plan and organise direct and co-ordinate the work of others set high standards and provide a role model for students and staff deal sensitively with people and resolve conflicts 	<ul style="list-style-type: none"> motivate all those involved in the delivery team experience of working as a strong leader and as a member of a team in an educational setting
Knowledge & Understanding	<ul style="list-style-type: none"> the principles behind the Core Purpose in the JD and their potential for raising standards effective review and evaluation procedures 	<ul style="list-style-type: none"> effective use of mentoring and coaching to raise standards
Communication Skills	<ul style="list-style-type: none"> communicate the vision of the School to a range of stakeholders negotiate and consult fairly and effectively develop and manage good communication systems communicate effectively orally and in writing to a range of audiences 	<ul style="list-style-type: none"> develop, maintain and use an effective network of contacts
Decision Making and Judgement Skills	<ul style="list-style-type: none"> make decisions based on analysis, interpretation and understanding of relevant data and information demonstrate good judgement 	<ul style="list-style-type: none"> think creatively and imaginatively to anticipate, identify and solve problems
Personal qualities	<ul style="list-style-type: none"> a commitment to inclusive education evident enjoyment in working with young people and their families empathy in relation to the needs of the school and the local community ability to inspire confidence in staff, students, parents and others 	<ul style="list-style-type: none"> achieve challenging professional goals personal ambition and potential for further promotion intellectual ability and curiosity determination to succeed and the highest possible expectations of self and others vision, imagination and

	<ul style="list-style-type: none">• adaptability to changing circumstances/new ideas• reliability, integrity and stamina• personal impact and presence• prioritise and manage own time effectively• work under pressure and to deadlines• seek advice and support when necessary	<ul style="list-style-type: none">• creativity• resilience and perspective
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