



Lady Margaret School

Head of Art Application Pack





Letter from Headteacher

Dear Candidate,

Thank you for showing interest in the post of Head of Art at Lady Margaret School.

Founded nearly 100 years ago, the school has a proud and successful heritage in educating girls. As we approach our centenary, we are also looking to the future with the expansion of the Sixth Form and a move to a permanent four forms of entry.

We wish to appoint a new Head of Art to be part of shaping that future, to build on the great strengths of the school, maintaining the highest academic and behavioural standards, whilst adapting to the fast changing educational landscape.

Lady Margaret School has always been a high performing school, as testified by its most recent 'Outstanding' Ofsted and SIAMS ratings. Recent results at GCSE have continued these high standards whilst reminding us of the challenge of building 'added value' for girls of all abilities. At A level, we enjoyed excellent results in 2016 and we continue to offer a rich curriculum for our students.

This post offers the chance to work with a committed and experienced staff as part of a learning community supporting each other to develop an innovative and exciting curriculum. This is a unique opportunity: to work in a school with a strong and proud heritage and to help lead it into the next exciting chapter in its history. Thank you again for your interest in joining us.

Yours sincerely

Elisabeth Stevenson
Headteacher



Head of Art Department

Inner London Teachers' Scale & TLR 2C (£6,450)

Required for September 2017, permanent position

Lady Margaret School is a comprehensive Church of England school for girls aged 11-18. It is situated on Parsons Green in West London, and serves a diverse local community. It was founded in 1917 and became an Academy in September 2012. The school is extremely successful and over-subscribed. Staff, students and parents work together to develop each individual student within a culture of high expectations and respect. We aim to empower students to achieve high aspirations for themselves within a culture of hard work and respect for everybody.

Our exam results reflect the hard work of our staff and students. In 2016, 84% of girls attained 5A*-C at GCSE including English and Maths.

As we approach our centenary year, we look forward to building on this success. We are looking for a talented and enthusiastic professional to lead our Art Department from September 2017. The successful candidate will be a well-qualified and experienced Teacher of Art who is ready to take on a key leadership role or an existing Head of Department who is seeking a new challenge.

As a member of our staff community you will have the chance to work with a strong staff team to build on the current successes of the school as we move forward into the next stage of our development.

Closing date for applications: Thursday, 23 March 2017 (12 noon)

Interviews will be held on: Monday, 27 March 2017

For further information about this position, and an application form, please refer to our website (www.ladymargaret.lbhf.sch.uk), contact Mrs Wendy Gainham by email (recruitment@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138 (8.30 am till 4.30 pm).

Lady Margaret School is committed to safeguarding children. The successful candidate will be subject to an enhanced DBS check.



Lady Margaret School Art Department

At present, Art at LMS is taught by one part-time and two full-time teachers. We also have a part-time History of Art specialist. It is important to us that we each maintain our own artistic specialism and are able to utilise our knowledge as professional artists in our role as teachers. We also have a part-time technician whose specialism is painting and who is also responsible for displays around the school.

The department has high expectations of all the students and has been recognised as a 'Flagship Department' within the school. Each year our students achieve outstanding results with the majority of our A Level students gaining full marks. We are dedicated to ensuring our students are taught a strong technical skill base at key stage 3 so that they are able to create artwork which is challenging, innovative and relevant.

At Key Stage 3 we have over-arching schemes of work covering sculpture, painting and printmaking. Students are taught in groups of 25 at KS3 and have two 50 minute lessons each week. We have two groups of GCSE students who have three 50 minute lessons per fortnight.

We currently use the Edexcel examination board and offer Fine Art at GCSE and A Level. The Art department is a unique and inspiring space; we have five art classrooms including a dedicated oil painting studio with easels, a room of large scale screen printing tables and three key stage 3 classrooms which are used by all art teachers. Our studio space affords our students the opportunity to create large scale, ambitious paintings and drawings and would be ideal for a candidate who has experience in this area.

In addition the department also includes a History of Art room, a resources room with dedicated Art library for Sixth Form students and several storage areas. We have access to Photoshop software in the main school ICT suite.

The Head of Art is responsible for all students who apply to Art Foundation courses including portfolio preparation and references. All of the students who have applied to foundation courses have received offers from prestigious institutions such as Kingston University, Central Saint Martins, CCW, UCA and the Royal Drawing School amongst others.



Lady Margaret School Art Department cont'd

Department Style

We believe it is essential that pupils are given the opportunity to visit galleries and exhibitions to see artwork and we are fortunate to be able to access a wealth of galleries within a short tube-journey. Each year we take every year group to an exhibition and invite speakers into the school to give our pupils insight into professional creative careers.

We work collaboratively and share our methods and materials. We believe it is important that all members of the department contribute ideas and resources and are encouraged to write schemes of work to keep our students inspired and excited. We are ambitious, hardworking and passionate about Art. We like to encourage students to use of a variety of media to allow students to create individual, courageous, often large-scale art work with their own style. We find it important that students work from primary source, use their own photography and take strong inspiration from the work of other artists. Every year we hang two exhibitions of a professional standard to celebrate the work of all GCSE and A Level students.

The department has an open-door policy and we offer a good range of extra-curricular activities including life drawing at Key Stage 4 and 5, GCSE Oil painting club, lunch-time homework support sessions and an Art-based KS3 Activities Week.

We are part of the Royal Academy's AttrAct scheme which offers Year 12 students opportunities for mentorship and additional CPD for members of the department. Students enter their work to the Royal Academy A Level online exhibition, and you can view our students work on their website.

We also have a strong relationship with the Saatchi Gallery and our students participate in workshops at the gallery and enter their work into the Saatchi Prize for Schools.

We wish to maintain the high standards and success of the department and encourage a stimulating and impressive visual culture within the school.



Job Description — Head of Art Department

Job Title: Head of Art Department

Reports to: Deputy Headteacher

Overall Responsibility: Delivering the highest quality learning experiences to pupils learning Art

Start date: 1st September 2017

Salary: Main Scale—Upper Scale, dependent on experience & TLR2C £6,450 (Inner London)

Disclosure level: Enhanced

Roles included: Head of Department, Form Tutor

Safeguarding

- Lady Margaret School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Appointment to this post is subject to an enhanced criminal record and background check

Aim and Main Purpose of the Job:

To actively support the school's ethos and vision and to:-

- Ensure that standards of pupil attainment and achievement in Art are sustained and developed so that all girls make expected or more than expected progress.
- Be accountable for pupil progress and development within Art and hold staff to account for this.
- Develop the teaching practice of staff within the department.
- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils studying Art.
- Be accountable for the leadership, management and development of Art across Key Stages.
- Effectively manage and deploy teaching and support staff, financial and physical resources within the Art faculty to support the curriculum.
- To minimise the performance gap for vulnerable students, eg those in receipt of Pupil Premium.

Main Duties and Accountabilities:

Strategic Planning:

1. To meet with SLT to establish how the work of the Art Department will support the development of the school.
2. To devise an annual DDP and implement strategies within the Department in support of the School's Development Plan (SDP).
3. To implement strategies to ensure the efficient running of the Department, in support of school policies and procedures.
4. To liaise with SLT and other HODs to maximise the Art department's contribution to positive progress and performance.



Job Description— Head of Art Department cont'd

Quality Assurance:

1. Establish a process of setting targets with staff within the department and to work towards their achievement.
2. Establish consistent standards of practice within the department
3. Contribute to lesson observations and give developmental feedback to teachers.
4. Implement school procedures on quality assurance and ensure these are following by members of the department.
5. Monitor and evaluate standards and progress in teaching and learning within the department, in order to sustain high standards of achievement and provide job satisfaction for colleagues.
6. Monitor and evaluate the quality of marking and feedback in the department.
7. Support and challenge colleagues who are performing below expectations.
8. Ensure that the department's internal monitoring procedures are in line with the school's SEF and SDP.

Information Management:

1. Evaluate performance data provided.
2. Complete the Department Self-Evaluation Form to set targets based on data.
3. Produce reports on examination performance—including value added data.
4. Plan how to address, monitor and evaluate identified areas for development.

Pastoral System:

1. Monitor and support the overall progress of pupils within the department.
2. Ensure the School's behaviour policy is implemented to support excellent learning and outcomes.

Curriculum Provision and Development:

1. Liaise with SLT to ensure delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements the SDP.
2. Organise department meetings so that professional dialogues can be achieved, information disseminated and good practice shared.
3. Monitor and respond to curriculum development and initiatives at national and local level.
4. Organise departmental CPD so that all colleagues can be engaged in relevant and meaningful activities in support of their own teaching, the development of schemes of work and the implementation of key school learning strategies.
5. Maintain department teaching resources.



Job Description—Head of Art Department cont'd

Staffing:

1. To support the professional development of department staff, providing feedback for them in such a way that supports their progress against performance management objectives.
2. Ensure staff development needs are identified and that appropriate programmes are designed to meet their needs.
3. Have responsibility for appropriate and effective deployment of teaching staff.
4. Make appropriate arrangements for classes when staff are unexpectedly absent, liaising with the Cover Supervisor/relevant staff to arrange adequate cover.
5. Participate in interview processes when required and ensure effective induction of new staff in line with school procedures.
6. To ensure appropriate support, guidance and advice is provided for NQTs and student teachers within the department.

Notes

1. All the responsibilities outlined in this job description are subject to the general duties and responsibilities contained in the statement on conditions of employment under the Teachers' Pay and Conditions Act 1987.
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's published time budget policy and have regard to Clause 4 (1F) of the teacher's conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Staff are required to wear business dress and to be professionally presented.
5. Candidates must be in sympathy with the aims and objectives of a Church of England school and its ethos. (See prospectus for guidelines). Members of staff must support the church ethos of the school, including taking part in religious education and acts of worship.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.



Person Specification—Head of Art Department

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified to at least degree level• Qualified to teach in the UK• Qualified to work in the UK• QTS or equivalent	<ul style="list-style-type: none">• Further professional qualifications• Experience of teaching A Level in this subject
Experience	<ul style="list-style-type: none">• Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities.• Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes.• Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.• Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work.	<ul style="list-style-type: none">• Experience of having worked successfully in at least one school in an urban, multicultural setting, teaching pupils from backgrounds of socio-economic disadvantage.• Experience of having led and managed a high-performing team, ideally, but not necessarily, in an educational context.• Successful experience of working particularly with high ability and SEN pupils.
Knowledge	<ul style="list-style-type: none">• Thorough knowledge of the requirements of the subject.• An understanding of the ways children learn and how individual needs may be assessed and met.• Good knowledge of current educational developments and initiatives relating to the subject and their implications.• An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies.	<ul style="list-style-type: none">• Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.



Person Specification— Head of Art cont'd

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.• The ability to develop positive relationships with all young people• Well-developed planning & organising skills including time management, prioritisation, delegation and administration.• Ability to plan, monitor, evaluate, review and lead by example.• Sound judgement and problem solving skills.	<ul style="list-style-type: none">• An ability to use data confidently to inform planning.• Competent user of ICT
Motivation	<ul style="list-style-type: none">• Willing to support LMS school ethos as a Church of England school• Willing to be fully engaged in the whole life of the school including extra-curricular activities.• Willing to be a form tutor.• Committed to working collaboratively with colleagues.• A commitment to the safeguarding and welfare of all pupils.	<ul style="list-style-type: none">• Experience of leading successful extra-curricular activities which inspire and motivate learners.