



Head of Art

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

JOB TITLE: Head of Art

GRADE: St. Bede's Pay Scale and Management Allowance

TERMS: From 1 September 2018

REPORTING TO: Head of Faculty

MAIN JOB PURPOSE:

- Leading the overall development of the department and chairing relevant meetings; work as a member of a department or team and contribute positively and effectively to working relations within the school.
- Have and promote high expectations of all pupils to ensure that they can achieve their full educational potential.
- To oversee the teaching of Art throughout the school
- To provide an appropriate balance of teaching styles and learning experiences and monitor and advise departmental staff
- In accordance with our Mission Statement and all agreed priorities and policies, to play an important role in the delivery of high quality teaching and learning opportunities for all pupils of St Bede's College

CORE DUTIES:

- Leading and developing the teaching of Art
- Ensuring that assessments, records, reports and references are efficiently produced and recorded, and that records of work covered with each class are available for monitoring of and discussion with the teachers within Department

- Teachers are to conduct themselves in accordance with the high standards and expectations expressed in the College behaviour policy. This will be expressed through high personal professionalism, an excellent personal example for pupils, support for colleagues and a strong commitment to the school's Catholic ethos and ideals.
- As a member of the College's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the College and to ensure that all aspects of the College Safeguarding Policy are implemented.

KEY TASKS:

1. Improvement Processes

- To agree with the Faculty Head a detailed Development Plan for the Subject Area, which will provide a clear sense of vision and strategic direction for the subject
- To effectively implement this Plan within agreed timescales, so as to continually enhance the quality of teaching, learning and achievement within the Subject Area, and maintain robust assessments and records of this progress
- To attend a fortnightly meeting with the Faculty Head and other Subject Leaders in the Faculty
- To hold regular Subject Area meetings to assist the Faculty Head in aspects of Performance Management (*only if three or more members*)
- To attend meetings as requested by the Headmaster

2. Resources

- To maintain a team ethos within the Subject Area, and to delegate tasks in a way which maximises the use of available talent, experience and enthusiasm, and provides development opportunities.
- To keep expenditure on the Subject Area within the allocated capitation budget, and ensure that stock and equipment are well cared for and economically used.
- To manage and direct the Art technician with regard to subject specific requirements

3. Promoting the Subject Area

- To set a personal and professional example of enthusiasm, which promotes esteem for the subject within and outside the College, and inspires colleagues and pupils alike
- To ensure that Subject Area rooms and corridors present a stimulating environment for pupils and visitors
- To organise the Subject Area at Open Events/Option Evenings, to present it in its best possible light

4. Achievements and Examinations

- To ensure that the academic provision within the Subject Area, in terms of the curriculum and its delivery, is appropriate to the needs of students at all levels.

This will be reflected in appropriate schemes of work, which will include extension activities

- To plan internal tests and examinations and ensure that all colleagues in the Subject Area keep clear, up-to-date records for all pupils, including internal assessments, examinations and external examination results
- To monitor, assess and report on pupils in accordance with appropriate St Bede's Policies
- To organise GCSE, AS, A2 and other examination entries with the Examinations Officer, and ensure completion of all course work within specified timescales
- To keep syllabuses, external examination choices and University requirements under regular review

5. Subject Area Specific Tasks

Itemised here will be specific duties according to the curriculum needs of the particular Subject Area and the Level of the Management Responsibility Allowance held by the post-holder

- To teach across the age range
- To be responsible for devising schemes of work for all Art classes
- To be responsible for choosing and delivering the specifications for all GCSE, AS and A2 courses
- To ensure departmental trips are organised on a regular basis
- To devise internal examinations for all year groups
- To keep abreast of new developments affecting your subject
- To liaise with your departmental colleagues promoting high expectations of pupils and staff at all times

PASTORAL DUTIES:

- be a form tutor to an assigned group of students
- promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- liaise with the Head of Section to ensure implementation of the school's pastoral system
- register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of college life
- contribute to the preparation of Full school and Interim reports and profiling of tutor group
- alert appropriate staff to any problems being experienced by pupils
- communicate as appropriate with parents of pupils and persons or organisations outside the college concerned with the welfare of the individual pupils after consultation with appropriate staff
- teach a weekly lesson of PSME to your form tutees

OTHER INFORMATION:

- To contribute significantly to leadership, with regard to the displays around the College and playing an active role in House Arts Competitions

- To participate in and contribute to the general management of the school by promoting the ethos of St Bede's College, as detailed in the school's aims and values, and the rules and guidelines
- To work with the pastoral team by being a tutor and delivering PSME
- To contribute to the co-curricular life of the College

This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the College are not excluded simply because they are not itemised.

The duties of the post could vary from time to time resulting from new legislation or changes in College Policy, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

This list is not exhaustive but rather an indication of the main requirements of the role.

February 2018