



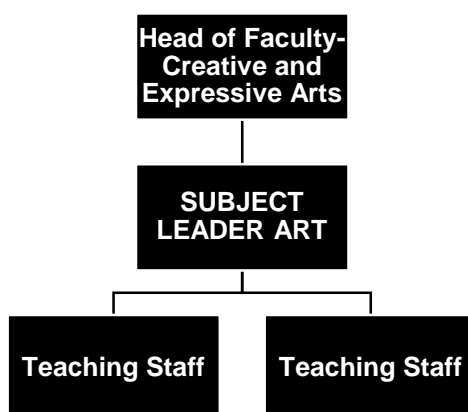
**DANES EDUCATIONAL TRUST**  
ST CLEMENT DANES SCHOOL  
CROXLEY DANES SCHOOL



**SUBJECT LEADER JOB DESCRIPTION**

**ART**

<b>TITLE OF POST:</b>	<b>Subject Leader – ART</b>
<b>REPORTS TO:</b>	<b>Head of Creative and Expressive Arts Faculty</b>
<b>SALARY RANGE:</b>	<b>TLR 2b</b>



**Core Purpose**

To provide leadership and direction for the department and ensure that it is managed and organised to meet the aims and objectives of the subject and faculty.

To be responsible for securing high standards of teaching and learning as well as playing a major role in the development of school policy and practice.

All teachers are responsible for safeguarding and promoting the welfare of children.

**Key Areas**

**Strategic Direction and Development of the Subject**

- Develop and implement policies and practices for the subject which reflect whole school aims and objectives
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and teaching it
- Demonstrate both enthusiasm and high standards of teaching to members of the department and students
- Use the subject taught to prepare students for the opportunities, responsibilities and experiences of adult life
- Establish short, medium and long term plans for the development and resourcing for the subject which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the subject

**Leading and Managing Staff**

- Help staff to achieve constructive working relationships with students and establish clear expectations and constructive working relationships among staff involved with the subject

- Appraise staff as required by school policy and develop and evaluate staff development and training needs
- Ensure that all new teachers are appropriately trained, monitored, supported, assessed and effectively inducted into the department
- Encourage staff to discuss developing ideas in their subject and foster an atmosphere of discovery to enhance their perception of the subject

### **Communication and Liaison**

- Communicate effectively with members of the department through formal and informal meetings and briefings
- Meet regularly with HOF over matters relating to the department and over personal professional development
- Meet regularly with Subject Leaders, Key Stage Pastoral Leaders and coordinator
- Liaise with other staff, including Key Stage Pastoral Leaders, coordinator, SENCO, Monitoring and Assessment Coordinator etc on matters relating to the department

### **Teaching and Learning**

- Ensure effective curriculum coverage, continuity and progression in the subject for all students by all members of the department
- Ensure that teachers are clear about the teaching objectives in lessons, provide guidance on the choice of appropriate teaching and learning methods, and after evaluation of the teaching of the subject in the school, take action to improve if necessary
- Ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant
- Establish clear policies for assessing, recording and reporting on student achievement, and use these to set targets for further improvement
- Establish high expectations and ensure that clear targets are set for student achievement including for those with special educational needs and the more able
- Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting
- Ensure effective development of students' individual learning skills takes place
- Establish a partnership with parents to involve them in their child's learning and develop effective links with the local community

### **Efficient and Effective Deployment of Staff and Resources**

- Establish timetabling, staff and resource needs for the subject and inform HOF of likely priorities for expenditure in close connection with school policies and subject development plans
- Ensure the effective and efficient management and organisation of learning resources including ICT
- Use accommodation to create an effective and stimulating learning environment in which health and safety risks are properly assessed
- Maintain effective control for allocated capitation for the department

	Name	Signature	Date
Post Holder			
Line Manager			
SLT			

NB This should be read in conjunction with the Subject Teacher Job Description. Signed copy to be returned to Staff Administrator for Personnel Records