DRAGONFLY EDUCATION TRUST

Writhlington Academy and Mendip Studio School

JOB DESCRIPTION

SUBJECT LEADER: Art

# **The Role**

To be part of the Management of the Trust, working closely with the Wider Leadership Group (WLG) in delivering the curriculum in line with National, LEA and School policies

To **lead** the department in such a way as to encourage a team approach to the development and delivery of the curriculum by ensuring that you keep abreast of current educational thinking and work closely with the designated member of the WLG in planning for the future

**Leadership**

* Disseminate Head, SLT and Governor decisions positively to all staff
* Lead by example, providing inspiration and motivation to realise full potential of both staff and students
* Foster an inclusive, collaborative team, so that both teaching and non-teaching staff attend all meetings and are fully prepared to support each other
* Develop and deliver a curriculum relevant to the Trust, which raises the quality of learning and attainment. Ensure the educational programme is personalised to meet an individual’s needs through robust assessment and tracking
* To continually raise the quality of the department’s teaching and student outcomes
* Devise, implement and review the Department’s aspects of the School Improvement Plan and Self-Evaluation Form
* Adhere to school policies and plans so that the ethos and aims of the school are fulfilled

##### Management

* Manage the performance of all departmental staff. This includes appraising staff through the setting and monitoring of targets.
* To monitor the quality of preparation, teaching and assessment in the department
* To assist the Headteacher in completing the SEF Review, the SEF and ensuring that information is available in September regarding the work of the department which will form part of the school’s SEF
* To produce the department’s section of the SEF
* To promote the professional development of the teachers in the department in consultation with the Assistant Headteacher responsible for CPD
* To supervise non-teaching staff attached to the department, ensuring that they are fully integrated into the team
* To assist with recruitment of new staff as required, including preparation of job specifications and interviews
* To maintain effective communication of information both within the department and through the School’s consultative processes, ensuring information is communicated to the appropriate line managers and staff
* To ensure that department meetings are run in an effective and efficient manner with agendas and minutes recorded using the whole school format. To also ensure that all members of WLG are given access to the minutes
* To assist when required, with timetable construction for efficient and effective deployment of staff within the department
* Formulation of department policies
* To promote the department and raise enthusiasm for the subject
* To manage the department’s budget through efficient and effective control and disbursement
* To oversee all equipment, resources, furniture, fixtures and fittings associated with the classrooms to ensure all maintained to a high standard, reporting defects to the facilities team
* To oversee arrangements for newly qualified teachers and student teachers
* To maximise use of the school’s technology

### Curriculum

* To ensure that there are detailed lesson plans and Schemes of Work in place for the department’s use
* To keep abreast of current trends in the teaching of your subject and to disseminate information to appropriate staff
* To liaise with other subject leaders in developing cross-curricular work
* To promote the work of the department area by ensuring high quality displays in classrooms and corridor areas
* To ensure extra-curricular clubs and/or activities in each of the Key Stages are set up within the department
* To ensure that each student is set the appropriate target and is aware of it
* To be responsible for both formative and summative assessments. Ensuring that formative assessments are embedded into the learning process using a variety of strategies which enable individual students to make progress in their learning
* To keep detailed records of student assessment and to use the system for monitoring students’ progress

##### Public Relations

* To recognise the importance of the subject in the promotion of the school’s image and to attend major school functions/events
* To organise school representation in competitions, to promote the involvement of other members of the department in this area, thus ensuring the school’s full participation in such events
* To play a part in the community education role of the school

**NB This job description is not definitive. Responsibilities may vary from year to year by negotiation as the School continues to develop and as national changes take effect.**

**PERSON SPECIFICATION FOR: Subject Leader: Art**

**Person Specification**

It is expected that the post holder will possess the following attributes:

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| E/D = Essential/Desirable |

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| --- | --- |
| A good relevant honours degree | E |
| A recognised teaching qualification | E |
| Working knowledge of the new National Curriculum for teaching | E |
| Evidence of sustained participation in INSET | E |
| Experience of successful teaching at GCSE and A-Level Art | D |
| Experience of leading the new AQA GCSE Specification | D |
| Evidence of continued professional development within the relevant subject area | E |
| Experience of cross-curricular planning | D |
| Proven ability to monitor and raise the quality of teaching | E |
| Proven experience of leading a successful team | E |
| An understanding of strategic planning | D |
| A track record of securing good outcomes for students in own teaching | E |
| Proven experience of being a successful tutor | E |
| Evidence of writing schemes of work and lesson plans  | E |
| Maximises use of IT to enhance learning in the classroom | E |
| Excellent levels of efficient and effective organisation of staff and resources | E |
| Successful management of a budget | E |
| Pro-actively manage staff performance; set targets, monitor progress and feedback accordingly | E |
| Effective staff coach, mentor and trainer | E |
| Uses initiative to deliver results and overcome issues | E |
| Has the drive, determination and enthusiasm to inspire others | E |
| Will bring new ideas to the school  | E |
| Inspires trust and confidence | E |
| Can tolerate pressure and manage workload to meet tight deadlines | E |
| Can lead staff through change with enthusiasm | E |
| Manages own emotions and reacts appropriately to manage others | E |
| Acts with integrity | E |
| Values and respects the different experiences, ideas and backgrounds others can bring to work and to teams | E |
| Role models behaviour commensurate to the post and which promote the School's’ core values | E |

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**