



## **Job Description**

### **Head of art, design and technology**

The duties and responsibilities of co-ordinator are as follows:

- To teach art and design technology as a specialist subject from reception up to year 6
- To take the lead in the promotion of these subjects in the school and to show excellent practice
- To be responsible for the quality of the display boards throughout the school and to ensure they are of a very high standard
- To advise other staff on displaying work
- To integrate art and design technology within the curriculum and general subject teaching where appropriate
- To support staff and offer training sessions in art and design technology, where appropriate
- To write appropriate schemes of work
- To write and update subject policies
- To list all resources available, keeping the inventory current
- To run an after school club
- To take photographs of school events
- To update the resources and ensure resources are available for staff to deliver the schemes of work
- To include ICT as a regular part of the development of the subjects
- To manage the budget as determined by the Headmistress and monitor ordering of resources
- To support colleagues throughout the school in preparing suitable teaching materials
- To raise the profile of the subject by focus weeks and/or staff INSET

- To attend training in the subject areas regularly and cascade relevant information to staff
- To monitor planning and observe lessons to share good practice and to ensure progression
- To be familiar with the school's Safeguarding policy and all other policies both statutory, non statutory and curriculum available on the school matrix
- To liaise with SLT members
- To liaise with the SENDCo where necessary and to follow recommendations for identified pupils
- To ensure that the curriculum for art and design technology provides effective education for children with EAL or SEN, including the gifted and talented
- To encourage and monitor cross curricular links
- To monitor assessment for children within the subject areas
- To take a full and active part in the extra curricular life of the school, as required, including attendance at open events to market the school
- To participate in the staff duty rota, as directed by the SLT
- To take part in the school's appraisal programme
- To foster and develop professional relationships with parents to ensure an effective dialogue and partnership is established
- To participate in school functions which enhance the life of the school and the wider community
- To liaise with staff in other key stages to ensure progression
- To hold regular planning meetings with support staff and/or students allocated to the classroom
- To arrange educational trips and invite visitors to the school to support the curriculum
- To be aware of and maintain confidentiality about school matters, parents and children
- To take a pro-active approach to the development of the subjects and to liaise closely with colleagues in the HSG Group

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.