



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

JOB TITLE	Head of Art
GRADE	Management Allowance (MA) 2
RESPONSIBLE TO	Head of The Arts Faculty
JOB PURPOSE	To take overall responsibility for the leadership, management and coordination of all work within the Art Department.

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with*

### KEY TASKS

- To liaise with senior staff, other Heads of Faculty/Department and Heads of Year to ensure that school policies are implemented
- To lead and involve all Departmental staff in the development planning for the Art Department
- To represent the Art Department through the school's consultative structure and to consult with the Head of The Arts Faculty on matters concerning the Department
- To manage all aspects of the curriculum within the Department to maximise student progress
- To have overall responsibility for the Assessment, Recording and Reporting within the Department
- To manage effectively and efficiently all resources within the Department
- To manage the development of staff in accordance with whole School, Department and individual needs
- To represent the Department as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- To liaise with and support the Head of the Faculty
- To promote a purposeful, disciplined and thriving learning environment within the department which aims to raise student expectations and self-esteem.