

The Blue School

'The best we can achieve'



Team Leader—Art

Job Description



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Team Leader Art.

From September 2019.

MPS/UPS + TLR 2.2 (currently £4,529 p.a.)

We are seeking to appoint a dynamic and innovative Team Leader of Art to develop further the work of our successful Art department. The post offers the successful candidate the opportunity to build on the success of the department and to raise the profile of the subject even higher within the school and the community. We have digital and classic photography equipment with computers and a small darkroom. Digital media is a growing passion with our students and something we are working to make an integral part of learning at all key stages. The quality of teaching and learning is at the forefront of our Team Development Plan. We are particularly pro-active in sharing good practice to plan, structure and deliver outstanding lessons

Main features of the department

We have four teaching staff with 37.5 hours of technician support each week.

The department consists of four general art teaching rooms, a designated Sixth Form area, a projection room and a staff office which is shared with D&T colleagues. All teaching rooms are equipped with computers, data projector, and printing facilities.

All students are taught in mixed ability groups. At Key Stage 3, group sizes are approximately 25; at Key Stage 4, 25.

Lessons are 1 hour length. Key Stage 3 students have 1 lesson a week; GCSE students 5 lessons (over 2 weeks); A level students 4 lessons a week.

At Key Stage 3, students have an introduction across a variety of media and processes and the schemes of work incorporate artworks and art history from a range of periods and cultures.

Art is a popular option at GCSE. We are currently running five GCSE groups. Students follow the AQA Fine Art syllabus. Over the last three years, on average, 97% of students studying GCSE art achieved A* - C grades.

We currently have a total of 20 students studying A level art. Students follow the AQA Fine Art course. All A level students exhibit their work in June. Many go on to study Art/Design at degree level.

We run several trips each year both locally and nationally.

Weekly extra-curricular activities include Art Club for lower school at lunch times.

Art Advance, tailored support for Key Stage 4 students, runs every day (apart from Friday) after school until 5pm.

Many students from all years choose to use the art rooms during their lunch times in order to extend/complete their project work.

Staff are proactive in organising projects for talented and enthusiastic students.



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Job Description – Curriculum Team Leader

As a Team Leader you are a leader of learning, care, personnel and resources. You will be expected to support the Headteacher and work closely with other members of the Leadership Team to ensure the school's vision, aims and policies are implemented by both staff and students.

You are a member of The Blue School's Team Leadership Group which brings specific responsibilities and the need to demonstrate initiative and leadership at a whole-school level.

1. CORE PURPOSE

To be responsible for leading, monitoring, evaluating and improving the effectiveness of teaching and learning within the subject area in order to secure and support the care, motivation and academic progress of all students throughout the school.

2. EXPECTATIONS

- 2.1 to have a belief in the importance of working together with all other staff to develop and implement the school's aims, plans and policies
- 2.2 to be motivated to support and contribute to attempts to achieve continuous improvement in all aspects of the work of the school
- 2.3 to be willing to work, represent and promote the school in a manner and appearance consistent with its aims and values
- 2.4 to have a well informed vision for the subject area and be committed to a culture of continuous improvement and new innovations and schemes
- 2.5 to value the importance of a collegiate approach and the opinions of all members of the school community
- 2.6 to have excellent communication skills, both written and oral and high competence in the use of ICT, both for learning and administration



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- 2.7 to be committed to positive behaviour management
- 2.8 to be committed to extra curricular learning
- 2.9 to be able to work in an inclusive and positive manner and help to promote enjoyment of learning throughout the school

3. RELATIONSHIPS

- 3.1 to be responsible to the Headteacher in all matters
- 3.2 to be responsible to members of Leadership Team in respect of their roles
- 3.3 to collaborate with other Team Leaders and Deputy Team Leaders
- 3.4 to direct all staff allocated to work in their Team

4. LEADERSHIP RESPONSIBILITIES

- 4.1 to develop the subject to maximise its contribution to students' overall education including their academic, social, moral, cultural and spiritual development
- 4.2 to establish clear policies for the subject area which meet the requirements of national directives and contribute to the aims and ethos of the school
- 4.3 to establish a culture of self-evaluation and involve all staff in the team in the process of monitoring and setting targets for improvement
- 4.4 to create a climate within the team which enables staff to develop and maintain positive attitudes towards their work in the school



- 4.5 to promote the importance of continuing professional development and support staff to reflect on practice in this regard
- 4.6 to support staff development through distributed leadership and by devolving responsibilities to other members of the team
- 4.7 to ensure the promotion of an effective working atmosphere in lessons throughout the team by establishing structures to promote positive behaviour management, including the internal resolution of routine disciplinary matters
- 4.8 to establish a partnership with parents and carers, involving them in their child's learning
- 4.9 to work closely with colleagues from the wider learning community within Somerset, particularly colleagues in local schools, in order to extend the subject, enhance teaching and develop students' learning
- 4.10 to foster effective links with the community, including business and industry, in order to enhance learning

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- 4.11 to establish staff and resource needs within the subject area, set priorities for expenditure and allocate resources with maximum efficiency

5. MANAGEMENT RESPONSIBILITIES

5.1 POLICIES AND PROCEDURES

- a. to maintain the school's standards in student learning, behaviour, attendance and dress
- b. to contribute to the School Improvement Plan
- c. to produce a Team Handbook
- d. to prepare team responses to whole school policies
- e. to prepare team responses to national initiatives
- f. to prepare an annual Team Improvement Plan
- g. to prepare an annual Team Examination Analysis
- h. to prepare an annual Team Performance Management Report
- i. to prepare an annual Team Asset and Resources Report

5.2 EVALUATION AND IMPROVEMENT

- a. to analyse and interpret relevant national, local and school data, research and inspection evidence
- b. to compare and contrast the level of achievement with that originally specified, assessing, evaluating and monitoring the work of teachers and support staff in relation to standards of teaching and learning and support for teaching and learning
- c. to monitor and evaluate the achievement of team plans and targets
- d. to develop judgements on the quality of teaching and learning

5.3 CURRICULUM

- a. to ensure curriculum coverage, continuity and progression in the subject area for all students
- b. to ensure effective curriculum provision for all students including those with special educational needs and the gifted and talented
- c. to select courses and specifications
- d. to develop and maintain schemes of work
- e. to implement strategies for the effective development and delivery of whole school themes such as literacy, numeracy, ICT, enterprise, work related learning, health education and other aspects of PSHE
- f. to contribute to the planning and delivery of Theme Days
- g. to contribute to the school's extra curricular programme

5.4 ASSESSMENT, RECORDING AND REPORTING

- a. to contribute to the formulation of learning targets for individuals and groups
- b. to track and monitor student progress against targets
- c. to maintain systems to ensure that student under achievement is identified within a half term
- d. to assess, record and report on student progress and achievement

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- f. to ensure that classwork and homework are set and marked in accordance with school and team policy
- g. to maintain communication with parents including effective use of consultation evenings
- h. to liaise efficiently with the assessment and examinations team

5.5 MANAGEMENT AND DEVELOPMENT OF STAFF

- a. to participate in the recruitment of staff
- b. to promote and support the school's involvement in Initial Teacher Training
- c. to participate in the induction, support and monitoring of staff that are new to the school
- d. to undertake the role of reviewer in the performance management process for staff
- e. to support team members who are required to act as reviewers within the school's performance management process
- f. to contribute to decisions as to whether new staff have met the appropriate induction standards
- g. to contribute to decisions as to whether existing staff have met appropriate standards relating to career progression
- h. to ensure the fair and effective deployment of staff
- i. to ensure the provision of INSET, guidance and support
- j. to collaborate with others to ensure that effective arrangements are made to cover staff absence
- k. to liaise with the designated Leadership Team link
- l. to hold regular formal meetings with the team, at least as frequently as shown in the school calendar
- m. to maintain standards of professional conduct within the team, assisting and advising colleagues in such matters



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5.6 ASSETS AND RESOURCES

- a. to collaborate in the planning of the timetable
- b. to ensure the effective utilisation of rooms and resources
- c. to give priority to matters of Health and Safety and ensure that risk assessments are carried out where appropriate
- d. to promote the use of whole school and team resources to enhance learning
- e. to manage the team budget
- f. to maintain the team inventory
- g. to maintain and develop learning resources
- h. to ensure that the team's rooms are well maintained
- i. to promote the use of display in classrooms and corridors to support and promote learning

5.7 REPRESENTATION AND PROMOTION

- a. to promote and represent the team at a whole school level
- b. to represent the team at meetings as appropriate
- c. to ensure efficient links with partner primary schools
- d. to ensure team representation at parents' evenings, open evenings and marketing events
- e. to prepare contributions to school publications
- f. to support links with the Governing Body.

This job description does not define in detail all the duties/responsibilities of the post; it will be reviewed and may be subject to modification or amendment after consultation.

