

COGNITA

Role Profile: Head of Art, Design and Technology

Purpose

To work collaboratively with the Heads of School to lead and promote the teaching of Art, Design and Technology (ADT). The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions document. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Accountabilities

General Information

The Year 9 cohort in September 2020 is the first ever Senior School Year at Downsend. Therefore, this post offers the suitable candidate a fantastic opportunity to assist in managing the transition towards a 'through school' model. The post holder will have high expectations of pupil behaviour and achievement and will be vital in creating an environment which will allow pupils to be sufficiently well prepared for GCSE exams. Downsend places significant emphasis on Art, Design & Technology as part of our STEAM provision and the postholder will play a crucial role in laying the groundwork for academic success across KS3 and 4 in the future, within the remit of our 'Future Skills' philosophy.

Relationships

The post holder is responsible to the Headmaster in all matters and will work closely with the Senior Leadership Team in the following capacities:

- the Heads of School in respect of pastoral and curriculum matters, as well as organisation of the school day
- the Head of Marketing and Admissions in respect of marketing activity
- the Assistant Head with regards enrichment
- the Business Manager (BM) in respect of issues relating to the organisation, ordering and funding of resources

The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school.

Leadership and Management

- Play a pivotal role in leading and managing the ADT teaching team and be an outstanding role model for colleagues
- Establishing a clear ethos, positive atmosphere and attractive environment
- Foster a strong team spirit and take a personal, as well as professional interest, in the welfare of department members
- Ensure the highest standards of the teaching and learning in KS2-4 and work closely with Junior School colleagues to ensure continuity from KS1

- Ensure that all pupils are appropriately challenged, make strong progress and are enthused and inspired by their ADT lessons
- Develop ADT teaching with due regard to the school's policies and schemes of work, closely co-ordinating, the efforts of the subject team
- Assist with the recruitment and development of the faculty teaching team
- Plan and provide a stimulating, invigorating and motivating learning environment, ensuring that learning resources are well organised and accessible to staff and pupils, as well as embracing pupils' work
- Be aware of new developments and advances in the direction of ADT teaching and take an active interest in professional development, leading appropriate sessions where appropriate
- Ensure that appropriate resources are in place when preparing pupils for external examinations

Standards and Quality Assurance

- Support the aims and ethos of the school
- Create the annual faculty development plan, to mirror the annual SIP
- Set an outstanding example in terms of dress, punctuality and attendance
- Attend and participate in Open Days and whole-school events and exhibitions
- Uphold the school's behaviour code and uniform regulations
- Lead and support the faculty teachers in providing academic guidance
- Chair weekly faculty meetings
- Remain up to date in current pastoral development and professional practice
- Attend, as directed, meetings, development sessions and INSETs

Teaching and Learning

- Carry out teaching duties in ADT subjects
- Work with the G and T Coordinators to provide pupils with opportunities for extension and enrichment, and for scholarship preparation

Assessing and Reporting

- Use IT to assist reporting and administration
- Maintain detailed records of pupils, liaising closely with the SENCO and other colleagues involved in the tracking and monitoring of pupils
- Write reports and advise at Parents' Evenings and communicate effectively with parents about their child's progress
- Work within the Code of Practice relating to Special Educational Needs

Health and Safety

The post holder is responsible for the safety of all pupils and must ensure that:

- The resources are maintained in a safe condition for the pupils and School staff
- Staff carry out operations in accordance with School policy and departmental codes of safe working practice
- All accidents are reported to the BM via the Accident Report Form procedure
- The Headmaster and Business Manager are kept informed of any concerns regarding Health and Safety and safe working practices.

Safeguarding Responsibilities

- Comply with safeguarding policies, procedures and code of conduct
- Demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- Engage in safeguarding training when required

Key Stakeholders:

Internal – Pupils, Parents, Staff, Cognita SSC

External – Prospective families, feeder and Senior schools, local community

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good Honours graduate • Qualified Teacher Status 	<ul style="list-style-type: none"> • Postgraduate degree in relevant subject area • Industrial experience in Art or Design
Skills	<ul style="list-style-type: none"> • An outstanding and dynamic teacher with strong leadership skills and a proven track record of success at GCSE level • Experience of teaching GCSE Art, Design and Technology • Very high expectations of pupils' attainment, progress and behaviour • An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education • Calmness and efficiency and the ability to work under great pressure at certain times • A cheerful and well-presented person, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker • Excellent communication skills (oral, written and use of ICT) • Outstanding organisational and administrative skills 	<ul style="list-style-type: none"> • Experience of leading an Art/Design and Technology area • A keen and self-motivated practitioner, who wishes to be a committed team member in a successful section of the School • An exceptional, dynamic and committed leader who will inspire high levels of confidence in colleagues, pupils and parents • Oversee the teaching of Food Technology at KS1-3, and its inclusion as part of the school's enrichment programme
Experience	<ul style="list-style-type: none"> • Understanding of the nature of independent education and high expectations • Eager to learn and attend INSET as necessary • Aware of Health and Safety issues • Prepared to commit to the School's all-round ethos 	<ul style="list-style-type: none"> • Experience of teaching A Level or Level 3 vocational courses in Art, Design and Technology

Signed: **Name (print):**

Date: