**Head of Art at Lambeth Academy**

**Job Advert**

The Head of Art will lead a small but very important department to ensure that student outcomes in the subject are excellent. Art at Lambeth Academy has flourished over the last few years, with some creative, imaginative and highly skilled pieces being produced in lessons and clubs from Year 7 to Year 13. Our annual Art Exhibition showcases the incredible work of our students, and has resulted in their work being used in public, most notably as part of a campaign to raise awareness of race inequality in bus shelters and advertising spaces across South London.

The main duties of the role are outlined in more detail below, but the principal responsibilities include ensuring a highly effective department where teaching and learning is excellent across all lessons and where all students make great progress, regardless of their starting points. You will be responsible to, and highly supported by, one of our Assistant Principals.

**Professional responsibilities:**

1. To strive for teaching and learning to be outstanding within both your own and your department’s lessons
2. To strive for student achievement to be outstanding across all groups who study Art
3. To lead and develop an effective team which works cohesively within a whole Academy context.
4. To set aims and objectives, in consultation with the rest of the team and SLT.
5. To develop and evaluate the work of the Curriculum Area and action plan accordingly.
6. To ensure and facilitate good coordination and cooperation across the Curriculum Area.
7. To develop and promote Lambeth Academy as a learning community.

**Principal Responsibilities: Teaching & Learning**

1. Delivery of consistently excellent teaching;
2. Ensuring that appropriate schemes of work are drawn up, and implemented, by members of the Curriculum Area which are progressive and engaging;
3. Co-ordinating and recording the assessment of student progress in line with academy policy;
4. Co-ordinating work within the Curriculum Area, where necessary and appropriate, with other curriculum areas;
5. Providing support to staff in order to promote consistently good teaching, classroom management and professional development.
6. Arranging teaching groups and allocating teachers to them, where appropriate.
7. Model good practice.
8. Monitor and evaluate teaching and learning, highlighting strengths and addressing areas of weakness. This will include lesson observation, learning walks and participating in Academy review and external monitoring.
9. Create a positive climate for learning.
10. Ensure needs of all pupils within the Curriculum Area are met.
11. Maximise opportunities for educational enhancement.

**Assessment, Tracking Student Progress and Reporting to Parents/Carers**

1. Regularly mark, assess, record and report on the attendance, progress, personal development and attainment of students and give written/verbal feedback as required.
2. Maintain accurate records of the achievement and progress of students.
3. Use the relevant data to monitor progress, set targets and plan subsequent lessons.
4. Be accountable for student’s attainment, progress and outcomes.
5. Participate in arrangements for preparing students for public examinations, including targeted revision programmes and assessing students for examination purposes.
6. Communicate effectively with parents/carers through informative verbal and written reports on students’ progress and achievements, discussing appropriate targets and encouraging them to support their children’s learning, behaviour and progress.

**Care Guidance and Support**

1. To be a Form Tutor to an assigned group of students and to use tutor time profitably to undertake activities that support the academic and personal development of students.
2. To promote the general progress and well-being of individual students and of the Tutor Group.
3. To keep an accurate and up-to-date attendance register of students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
4. To evaluate and monitor the progress of students and keep up-to-date student records.
5. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
6. To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
7. Insist on high standards of work, behaviour, uniform and punctuality from all students, challenging when expectations are not met, including communication with parents/carers.
8. Provide guidance and advice to students on educational and social matters and on their further education and future careers.

**Performance Management and Continuous Professional Development**

1. Performance development review, including the monitoring of teaching and learning within the Curriculum Area.
2. Directly line manage staff teaching within the Curriculum Area.
3. Have professional oversight of support staff working in the Curriculum Area.
4. Foster a positive team spirit.
5. Support areas of weakness in line with Academy policy.
6. Celebrate strengths.
7. Set challenging but realistic objectives.
8. Ensure the needs of the Academy are reflected in any action planning and development.

**Other Duties**

1. To contribute to the process of monitoring and evaluation of the subject area in line with school procedures.
2. To contribute to the departmental and school improvement plan and its implementation.
3. Attend and contribute to meetings as directed, following up agreed actions and adhering to deadlines.
4. To take part in marketing and liaison activities such as Open Evenings.

**Academy Policy**

1. Contribute to the development of, and adherence to, Academy policy.
2. Represent the Curriculum Area at Leadership Board and external networking meetings.
3. Support the Academy vision and ethos.
4. Lead strategic developments within the Curriculum Area including preparing and writing a raising attainment plan which contributes to the Academy plan.

**Personnel**

1. Identify and support Continuing Professional Development (CPD) needs of others.
2. Participate in the selection of new staff.
3. Delegate responsibilities as appropriate.
4. Communicate effectively to all members of the team, following the Communications Policy.
5. Support, guide and motivate staff.
6. Meet in accordance with calendared meetings and with line managers as agreed in the Communications Policy.
7. Support in the guidance, coaching and mentoring of staff.

**Pupil Outcomes**

1. Appraising the Senior Leadership Team (SLT) of developments within the Curriculum Area.
2. Set targets for attainment based on data, where appropriate.
3. Monitor progress against these targets using interim data.
4. Report to SLT, Governors and Parents on pupil progress.
5. Ensure all students participate in positive and effective experiences.
6. Support at transition points.

**Resources and Accommodation**

1. Ensure accommodation is conducive to learning.
2. Carry out risk assessments.
3. Adhere to the principle of value for money and the Finance Policy.
4. Ensure effective deployment of staff and resources.
5. Report anything unsafe.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

Every member of staff at Lambeth Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive Academy and strive to be outstanding.

**We take the safeguarding of students and staff seriously at Lambeth Academy. All staff are expected to support this ethos.**

**PERSON SPECIFICATION**

**Job Title: ULT Main Pay Scale/ Upper Threshold (as appropriate)**

**EDUCATION:**

1. A degree in the specialist subject from a recognised university.
2. Qualified Teacher Status.
3. Evidence of recent and relevant training or INSET.

**EXPERIENCE:**

* + - 1. Evidence of excellent teaching ability and successful impact on student progress.
      2. Strong subject knowledge and a good knowledge and awareness of developments in the subject, including the National Curriculum and other statutory requirements at Key Stages 3 and 4.
      3. A demonstrable understanding of planning and assessment for learning.
      4. Proven administrative and organisational skills.
      5. The ability to communicate effectively and appropriately (both orally and in writing) with staff, students and parents, and to be able to prepare reports and maintain clear and comprehensive records.
      6. An awareness and experience of the range of strategies necessary to address the differing needs which exist in the classroom, and which include second language learners, those with special educational needs and the most able.
      7. An understanding and appreciation of the value of interesting and stimulating displays and other motivational materials.
      8. A familiarity with Information Technology and with its educational uses, as well as an ability to use Information Technology effectively to fulfil administrative requirements.
      9. Proactive contribution to the middle leadership of the Academy
      10. Active involvement in the formation of policies and practices designed to raise attainment, together with effective monitoring of the impact of and adherence to them at middle leadership level
      11. Understands data and can interrogate this data to secure accountability and improvements in planning
      12. Strategic development planning
      13. Monitoring, evaluation and review of standards and action planning as a result
      14. Direct line management of staff
      15. Engagement with parents and external agencies
      16. Active involvement in shaping the vision of the Academy and in modelling expectations
      17. A consistently good or outstanding teacher with an ability to evaluate own strengths and weaknesses
      18. Ability to quickly and accurately assess the quality of teaching and learning
      19. Experience and expertise of the area in which the CL is leading
      20. Experience of curriculum planning

**PERSONAL QUALITIES AND ATTRIBUTES:**

A commitment to raising achievement and experience of devising and implementing successful strategies in order to do this.

An understanding of target setting and action planning.

An understanding of the principles involved in being a successful team member and a commitment to doing so.

An understanding of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity even when under pressure

Ability to build strong relationships with others

Has a passion and energy for their work and that of the school

Keenness to develop their own practice

Leads positively by example and models the vision

Actively contributes to the life of the school above and beyond their job description within and outside school hours

Demonstrates a sense of responsibility and ownership of the success of their work

Carries out performance management and line management responsibilities in a supportive yet challenging way to secure improvements in work practices

Demonstrates drive and commitment in achieving the vision of the academy

Can inspire and motivate others

Has the highest of expectations of their own work and of that of others

Carries out performance management and line management responsibilities in a supportive yet challenging way to secure improvements in work practices

Commitment to the safeguarding of staff and students

A commitment to being an exemplary teacher and an exemplary leader at Lambeth Academy