

**Head of Art – Job Description**

Art is one of TISB’s many strengths, with a reputation for excellence and consists of three full-time members of staff. The successful candidate will be expected to be proactively involved in departmental co-curricular provision.

**Reporting to: Deputy Principal, Coordinators and Principal**

This job description should be read in conjunction with individual contracts. Ideally the job description will be reviewed annually and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.

Finally, the member of staff will carry out any other duty which is within the scope, spirit and purpose of the school as requested by the Principal.

**Key roles and responsibilities**

The major role is to manage, lead and oversee a particular subject area of the school in a manner which strives for excellence, high quality organization and the ability to instill passion for the subject in both students and staff.

**Management of students**

* Ensure that departmental information is communicated clearly and effectively to students (eg. assessment criteria, lesson objectives)
* Monitor the progress and performance of students within their subject
* Ensure that departmental practices and procedures upholds school practices
* Explain and monitor as necessary departmental approaches to the use of all school systems (eg rewards and sanctions, determining PGs)
* Work closely with Coordinators to ensure academic performance and the welfare of students within the department are monitored.

**Management of staff**

* Working with SMT for staff recruitment within the department
* Hold regular departmental meetings and ensure minutes are distributed to SLT
* Help in the development of staff in the department to include:
  + Induction and monitoring of any new members of the department
  + Appraisal of staff within the department
  + Encouraging staff to attend external and internal professional development training courses as necessary and appropriate
  + Organising and conducting lesson observation both with the department and occasionally in other departments
  + Organise the departmental timetable and workload ensuring a fair, balanced and appropriate allocation of teaching sets within the department
  + Organise and manage the work schedules and other commitments of any support and technical staff within the department
  + Ensure that all staff are familiar with the School’s policies and procedures

**Management of the Curriculum**

* Ensure that curriculum plans for the Middle years and IGCSE programmes are in place
* Ensure that the Unit Planners for the IBDP Programme are current, include reflections and are amended accordingly
* Organising the setting, marketing and moderation of internal examinations including determining the PGs at IBDP
* Keeping abreast of curriculum changes and being responsible for internal curriculum development
* Overseeing the regular updating of Schemes of Work before the start of each academic year
* Provide advice and ideas on ideas of differentiation and different teaching strategies
* Maintain and promote an interest in the subject by providing academic enrichment beyond the classroom
* Contributing to school curriculum literature
* Analysing annual examination results in the IGCSE and IBDP
* Linking with other departments in order to provide cross-curricular activities
* Link with the PY teachers/subject leaders in order to achieve the continuation of the curriculum and skills.

**Management of Administration**

* Overseeing the ordering and management of departmental resources
* Marking entrance assessments if appropriate
* Taking part in PTC meetings
* Providing College Counselors with recommendations for students’ college applications

**Person Specification**

The successful candidate will be able to demonstrate the following skills, qualifications and experience.

**Essential Criteria**

* An enthusiastic commitment to all the academic and wider-curricular aspects of the Art Department
* Excellent English communication skills both orally and written
* An awareness of the demands of teaching bright students and a commitment to fostering high academic achievement
* A willingness to work hard with energy and enthusiasm and as part of a team
* A professional approach which inspires confidence in teachers, pupils and parents
* A calmness and efficiency with the ability to work under pressure at certain times
* Be positive and well-presented with the ability to develop and maintain effective relationships with all members of the school community and outside agencies
* An openness to the complexities and demands of a multi-cultural school in an Indian setting
* Willingness to contribute to a thriving boarding community
* The ability to exemplify the characteristics of outstanding teaching and learning practices
* Competent ICT (Microsoft) skills
* A commitment to the safeguarding and wellbeing of pupils

**Desirable Criteria**

* Experience of the IBDP and IGCSE curriculums
* Knowledge of the requirements and operation of ISI in terms of teaching, learning and assessment

*The above is not meant to be an exhaustive or comprehensive list and the responsibilities of the post may change and develop in consultation between the post-holder and the Senior Leadership Team.*

**Salary and Non-Contractual Benefits**

Remuneration will be commensurate with the role as well as the experience and qualifications of the successful candidate. However, the salary is competitive and tax-free for certain nationals for the first two years of employment in India.

Additional benefits are:

* Cost of visa, flight and removal expenses to a specified limit
* School fee remission (staff children must pass the entrance requirements for TISB)
* All meals taken in the school Dining Room
* Use of sports facilities
* On-campus accommodation (alongside some involvement in boarding)

**Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Schools’ Designated Safeguarding Person/s or to the Principal.