**HEAD OF ART**

**JOB DESCRIPTION**

## Management

* Overseeing the development of a progressive, continuous and challenging curriculum for the subject. (Reception – Y8).
* The continual reviewing of the department’s schemes of work and policy documentation.
* Monitoring and developing the programs of study which are appropriate to the differentiated needs of children in each age group.
* Ensuring there is adequate transfer information when boys move from year to year.
* Organising regular departmental meetings.
* In conjunction with the Deputy Head (Academic), overseeing the department’s record-keeping as well as the writing of reports and other assessments.
* Analysing pupil performance throughout the year to identify strengths and weaknesses and acting upon that information.
* Liaising closely with the SENCo to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons.
* Finding ways to develop modules with cross-curricular links.

## Staff

* Ensuring each member of the department shares an understanding of what constitutes effective teaching and that it is implemented.
* Supporting other members of the department in developing a range of teaching styles, techniques and artistic processes.
* Formally appraising members of their department following the procedures outlined in the Staff Handbook. Intra-departmental observation should also be encouraged.
* Providing members of the department with information on suitable training courses.
* Assisting the Deputy Head (Academic) in the deployment of teachers within the department.
* Assisting the Headmaster and the SMT in the recruitment, selection and induction of departmental staff.

## Other Responsibilities

* The organisation of the School’s annual Art’s Week programme.
* A willingness to assist in the design and construction of stage sets for the various school productions.
* Support Art Scholars in completing excellent portfolios contributing towards gaining Art Scholarships at Senior Schools.
* Assist in the work of developing this department through helping to organise trips (day and residential), specialist visitors, exhibitions and other such events.
* To check that both classrooms and displays are of a high quality.
* Communicating with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
* Reporting annually to the Headmaster and Governors, through the Deputy Head (Academic), on the work of the Department.
* Submitting an annually updated development plan.
* Overseeing and developing all the department’s educational resources and managing the budget.
* Taking responsibility for the departmental website.
* Taking responsibility for all departmental Risk Assessment and Health and Safety issues.
* Liaising effectively with other Heads of Department.
* Take responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School’s Child Protection and Safeguarding Policy Statement at all times.

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