

Job Description

Job Title: Curriculum Leader for Visual Art and Design

Reporting to: Director of Digital Arts

Staffing Responsibilities

Visual Art and Design teaching staff.

Purpose of Job

- To undertake the management responsibility for the academy's Visual Art and Design courses.
- To direct staff and students within the Visual Art and Design courses/curriculum areas, in accordance with the academy's management policies and mission statement.
- To work collaboratively with academy senior leaders, directors, staff, sponsors and partners.

Main Activities and Responsibilities

- To work closely with the Director of Creative and Digital Arts to develop, plan and lead Visual Art and Design courses.
- To plan, prepare and deliver lessons according to the Visual Art and Design courses.
- To monitor, assess and record progress at KS4 and KS5 according to department and academy criteria.
- To report to students and parents through documentation and by attendance at consultation and open evenings.
- To manage all aspects of the Art courses.
- To lead and support Art staff in their duties and professional development.
- To encourage a climate of mutual support in which self-confidence and self-esteem can grow and an effective department team established and nurtured.
- To manage allocated budgets and resources.
- To promote events, productions and exhibitions that display and showcase the work of Art students.
- To keep up to date with current relevant curriculum developments, education, industry and creative arts related ICT in order to enhance the quality of the Art provision.
- To liaise with parents and other outside bodies in relation to Art at BOA.
- Developing the Department Handbook to ensure that the department's own policies and procedures reflect the academy's policies and aspirations, and that such policies are consistently reflected in each subject within the department and the specific responsibility of the post holder.

- To undertake responsibility for all quality assessment, recording and reporting issues within the Art courses, including all internal verification processes and procedures.
- To encourage cross-curricular activity.
- To be responsible for all public examinations and assessments in Art in conjunction with the exam board(s) and academy's Examination Officer and the academy's Quality Nominee.
- To develop programmes of internal observation and moderation.
- To supervise carrying out of plans for NQTs who are attached to Art.
- To liaise and work with other specialist staff to arrange and monitor work based learning.
- Write periodic reports for governors, parents and others as the need arises.
- Advise your line manager (Director of Digital Arts) of the successes, challenges and development plan for Art courses.
- Exercise a commitment to the academy's mission statement and stated ethos including equal opportunities policy and health and safety policies.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal, SLT and Line Manager.
- To use every opportunity to act as a role model of professional conduct and presence with colleagues, students and the wider community, demonstrating high personal standards of expertise, commitment and service to the academy.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.