THE FRANCES BARDSLEY ACADEMY FOR GIRLS

JOB TITLE**:**	**HEAD OF ART**
STATUS:	FULL TIME
GRADE:	MPR/UPR + TLR 2A
RESPONSIBLE TO:	MEMBER OF SLT

JOB PARTICULARS

- To be accountable for the highest standards of student achievement within the department, monitoring and evaluation of student achievement and setting targets for improvement
- To lead, develop and enhance the teaching practice of the Department, evaluating the quality of teaching and securing and sustaining effective teaching of the subject
- To be accountable for the strategic direction, including leadership and management of the department, the development and implementation of school policies, plans, targets and practices within the context of the school's aims and policies
- To effectively line manage teaching staff and deploy teaching and support staff in the department
- To oversee development of the subject at all key stages

DUTIES AND RESPONSIBILITIES

- To draw up schemes of work and programmes of study for the subject or subject areas, constantly reviewing and updating content and method of delivery.
- To lead staff in delivering the subject concerned, monitoring the standards achieved, taking care of the career development of each member of the team, giving each the opportunity for gaining experience relevant to future promotion and organising attendance at courses on an equitable basis.
- To ensure that students are motivated and enjoy the subject, also providing extra-curricular opportunities.
- To monitor the progress and standards achieved by the students, use of data, seeing that homework is set and marked regularly, and profiles and reports produced; supervising the organisation of classwork, setting or banding arrangements and the transfer of students between sets.
- To be responsible, in conjunction with the Senior Leadership Team, for the resourcing of the department.
- To arrange the setting and marking of internal examinations and assessments.
- To liaise with the examinations officer over entries for public examinations.
- To liaise with SLT over timetable arrangements and the allocation of classes within the department.
- To ensure that arrangements have been made to provide work for absent colleagues.
- To contribute to the planning and organisation of year group parents meetings, consultation days and options/open evenings.
- To be responsible for organising the work of newly qualified teachers, student teachers, foreign assistants, technicians and other support staff as relevant.
- To liaise with other Heads of department in cross curricular projects where necessary and in curriculum and teaching and learning discussions.

- To hold regular departmental meetings to consider matters relevant to the department.
- To liaise with other schools and colleges in consortium arrangements when appropriate/necessary.
- To co-ordinate events organised by the department, e.g. outings, matches, competitions, concerts etc. – ensuring that the necessary permissions and forms have been dealt with.
- To attend meetings with the Headteacher/SLT members and other Heads of departments to discuss matters affecting the organisation of the school, as a representative of the department.
- To assist in the interviewing, appointment of members, continuing professional development and performance management of staff.
- To consistently support and implement the whole school behaviour policy

GENERAL

- To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- To perform any other task deemed reasonable by the Headteacher

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ (Headteacher) Date: __/__/__

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Head of Department) Date: __/__/__