



Radnor House  
— SEVENOAKS —

**Job Description**

**Subject Leader Art and Design – Maternity Cover, One Year Fixed Term  
(1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2019)**

**Line Manager: Deputy Head, Academic**

**Management Responsibilities**

- To provide leadership by example
- To advise the Curriculum Group relating to delivery of Art & Design
- To advise the Senior Deputy on matters pertaining to this Job Description
- To manage and develop working relations with all colleagues at Radnor House Sevenoaks
- To contribute to celebratory assemblies on an agreed basis
- To perform the role outlined in this Job Description to the highest levels

**KEY ROLE AS HEAD OF ART & DESIGN**

To have responsibility as a manager at Radnor House Sevenoaks through the role of Subject Leader of Art & Design.

To work in accordance with role of teacher as defined from time to time by Radnor House Sevenoaks.

Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks.

**You are required to undertake the following responsibilities:**

**Head of Subject Responsibilities -**

- To provide leadership by example
- To lead, contribute to and participate in the corporate planning of the Art & Design Department at Radnor House Sevenoaks
- To monitor, support, motivate and lead the teaching of Art & Design, co-ordinating the work of the appropriate teachers

- To lead professional development by coaching / peer support / target setting / training needs and provision
- To manage and develop working relations with the Head, Senior Deputy and the Senior Leadership Team
- To work with the Deputy Head (T&L) periodically to complete a Subject Review
- To develop high standards of teaching and learning by monitoring and taking effective action
- To set targets for student improvement using benchmark data with the assistance of the Deputy Head
- To advise the Head on all matters relating to the teaching of Art & Design including:
  - **Teaching groups**
  - **Classroom use**
  - **Teaching syllabuses, specifications and schemes of work**
  - **Ordering of resources and equipment**
- To establish resource needs, set priorities for spending and allocate those resources within financial parameters set by the Finance Director
- To develop high standards of display and presentation of materials in Art areas
- To have responsibility for all display and artistic decoration around Radnor House Sevenoaks, such displays to be regularly monitored and refreshed in consultation with the Head or his Deputy.
- To maintain standards of discipline in line with school policies
- To complete all assessment requirements, including homework and coursework
- To report and record each pupil's progress and achievement
- To draw up an Annual Departmental Plan for the School Development Plan
- To be responsible for gathering information to develop and improve student achievement
- To oversee continuity, progression, differentiation and entitlement for more and less able students throughout Key Stages 3, 4 and the Sixth Form
- To develop curriculum and teaching methods in line with policies and to give guidance on teaching methods
- To ensure Departmental Handbooks, Schemes of Work and Lesson Plans are up to date
- Evaluation of all Departmental documents to ensure they meet statutory requirements
- To undertake Departmental self evaluation
- To be accountable to the Head
- To create a safe working and learning environment
- To provide efficient management and organisation of accommodation and learning resources including IT
- To explore opportunities for new resources
- To oversee the delivery of the Department's curriculum
- To contribute to the review, development and management of the Department's curriculum as required
- To oversee and organise the teaching resources for each group of students taught within the financial parameters of the Department
- To maintain outcomes of achievement from students taught
- To maintain an attractive classroom or relevant curriculum area environment
- To develop continual updating of knowledge and understanding of the Department's curriculum through personal reading and research
- To attend required meetings with colleagues and parents relative to duties outlined in this job description in line with the published schedule

- To participate in Whole School Evaluation and INSET in the following areas of the curriculum as required

#### **Art & Design**

- To support the training and induction of new staff and NQTs with the assistance of the Deputy Head
- To Line Manage members of the Art & Design department as requested.
- To oversee a programme of visits for pupils in Years 7-13 to enhance their understanding in the subject taught
- To provide efficient management and organisation of accommodation, learning resources and IT in the designated Art areas
- To maintain, store and order appropriate Art & Design equipment
- To represent Radnor House Sevenoaks in the management of all Art & Design related issues
- To establish an appropriate programme of extra-curricular work in Art & Design

#### **Pastoral Responsibilities:**

- To perform the tasks and duties of a Tutor if required, as outlined in the Tutor Job Description under the direction of the Deputy Head

#### **Other considerations:**

- To contribute to the extra-curricular life of Radnor House Sevenoaks
- To contribute to the teaching of another subject in line with the specialism of the post holder
- To undertake such other duties as the Head or his Deputy may reasonably request
- To continue the roles outlined in the job description to the highest level.

**This Job Description should be read in conjunction with the Staff Handbook, a copy of which is available to all staff at the beginning of each academic year in September**