HEAD OF ART & PHOTOGRAPHY

JOB DESCRIPTION

Primary Objective of Role

The post holder will be responsible for leading a team of staff to ensure high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils in Art & Photography, within the philosophy of High-Performance Learning.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Teacher comes into contact with.
- Promote, through motivating, challenging and supporting, a purposeful, disciplined, reflective, and thriving High Performance Learning environment within the Faculty staff which aims to raise student expectations and self esteem
- In collaboration with the Assistant Heads, ensure positive outcomes of tracking, monitoring and reporting for all students
- Promote equality and enable the educational and social inclusion of all students
- Exhibit genuine passion and belief in the potential of every student
- Be aware of and have a commitment to equal opportunities for all
- Demonstrate warmth, humour and total commitment to young people
- Participate in the admission process of prospective pupils, when necessary
- Encourage student voice to promote the Vision, Mission and Core Values of Doha College
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.
- Ensure that the School Nurse is made aware of any medical problems a student may have.

General Responsibilities

- Where appropriate, leading, developing and enhancing the teaching practice of others
- Provide an excellent role model for pupils and for staff, by practice that sets a standard for other teachers to emulate
- Responsible for planning, teaching and evaluation of teaching – both formally and informally
- Responsible for marking and assessment of learning

- Promote the best and innovative practice to enrich the range of teaching and learning styles in the school
- To support colleagues to create a stimulating environment for learning
- Contribute to appraisal, where appropriate

Teaching Responsibilities

- Incorporate High Performance Learning into teaching practice and structure lessons in a way that allows our learners to reach high levels of educational performance.
- Plan, prepare and deliver the lessons and sequences of lessons the Teacher is assigned to teach within the context of the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of the students within the classes the Teacher is assigned to teach
- Participate in arrangements for preparing pupils for internal and external examinations
- Provide opportunities for independent learning
- Provide opportunities for practical work, investigation and research
- Make provision for students of differing ability in all subjects and formulate and use IEPs where necessary
- Create a stimulating class environment which promotes effective teaching and learning and of which students can feel ownership
- Provide opportunities for the use of digital technology within the curriculum
- Ensure that all classroom practice is in accordance with school policy and procedure
- Monitor the progress of students by on-going assessment and record keeping
- Use a range of teaching methods and resources to enhance the learning experience for all students
- Ensure quality teaching for students with additional learning needs

Management Responsibilities

- Where appropriate, support teachers in the department and lead regular departmental meetings to ensure continuity in teaching and learning
- Keep abreast of curriculum developments, support and monitor best practice across the College and ensure its dissemination
- Monitor and evaluate the quality of teaching and learning and standards within the department, using a variety of methods including tracking data analysis, observing lessons, monitoring plans and bookwork, speaking to children about their learning
- Use the above information to action required support-including setting targets for continuous improvement
- Establish staff and resource needs and make appropriate recommendations to the Head of Secondary for expenditure
- Ensure that the planning, assessment, target setting, recording and reporting systems are implemented in line with school policy
- Where appropriate, provide feedback to teachers and disseminate examples of good/excellent planning and teaching
- Ensure that appropriate resources are developed, ordered and maintained within the department

Additional responsibilities

- Contribute to the school's Development Plan and its implementation
- Where appropriate, meet with departmental colleagues as necessary to discuss individual students and their progress
- Monitor and report to parents on the progress of students within the allocated classes
- Attend parent's evenings or meetings throughout the year as required
- Assess pupil achievements and progress in accordance with the agreed arrangements
- Mark class attendance registers
- Maintain up to date subject knowledge
- Self-evaluate and review teaching methods, materials and schemes of work
- Participate in the school's Performance Development Review process and be involved in opportunities for Continued Professional Development, including attending inset
- Any other duties required by the Head of Secondary, which is in the scope of the post
- To be the first point of contact, as a form tutor, for students each morning, providing general pastoral care, guidance and support for students, and deliver the tutor-program during this time
- Undertake at least one extra-curricular activity for a minimum of one-hour-long session per week throughout the academic year or more if necessary, e.g. P.E. or music.
- Participate in the break duty rota, as assigned by the Deputy Head - Pastoral.
- Undertake cover duties for colleagues as assigned by the Deputy Head - Academic.
- Act with professional integrity at all times, notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to their work
- Work as part of a team, submitting draft proposals and documents for further development by the Leadership Group, and accepting and supporting final decisions agreed by the Leadership Group
- Express their views openly and honestly, but work to the majority decision or the final decision of the Leadership Group - inform and include staff and students at all times and avoid the 'them and us' culture
- Attend weekly staff meetings and contribute to meetings, discussions and committees/groups necessary to coordinate the work of the school as a whole.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Actively participate in school activities such as assemblies, plays, concerts, workshops, sports days, trips and visits and fundraising ventures.

Teaching staff are expected to work flexibly to enable the effective discharge of their professional duties, including in particular planning and preparation, assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

PERSON SPECIFICATION

Key Requirements

Qualifications

• Degree level qualification	Essential
• Qualified teacher status	Essential
• G.C.S.E. grade C or above (or equivalent) in English and Maths	Desirable
• Training in leadership and management issues and skills	Desirable

Experience

• Experience of successfully leading and managing a department within a secondary school	Desirable
• Relevant professional experience teaching the National Curriculum for England	Desirable
• Experience of school improvement and evidence of impact on teaching and learning	Essential
• A working knowledge of strategies and techniques for raising pupil attainment generally including different groups of pupils	Essential
• Experience of a range of summative and formative assessment procedures	Essential
• Experience of allocating and managing a budget	Desirable
• Experience of whole school assessment processes	Essential

Skills, Knowledge & Abilities

• Ability to teach Art at Key Stage 3, and Art and Design, Fine Art and/or Photography at Key Stages 4 and 5	Essential
• Strong interpersonal skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a supportive manner	Essential
• Able to establish credibility with all staff	Essential
• Able to establish positive relationships with stakeholders	Essential
• A good understanding of the principles of child development and learning processes and in particular barriers to learning	Essential
• Proficiency in the use of ICT and the software programs used in schools and an understanding of how ICT can be used effectively to motivate children to learn	Essential
• Ability to create a fun, challenging and effective learning environment	Essential
• Effective communication skills	Essential
• Highly organised and calm under pressure	Essential
• Sensitive, caring and responsive to the needs of young people	Essential
• Ability to work constructively as part of a team	Essential
• Good understanding of HPL and evidence of best practice in teaching and learning	Desirable
• Ability to analyse, interpret and act on performance data	Essential
• Experience of observing and evaluating the quality of learning and teaching	Desirable
• Experience of mentoring or supporting colleagues	Desirable