



JOB DESCRIPTION

Director of Art

Job Purpose

To provide academic and professional leadership, management and support for a team of subject specialists; to plan, implement and monitor the teaching of Art at all levels; to promote Art across the school and beyond; to implement school policy as it relates to the department; to facilitate communication between SLT/ALT and teaching staff; to act as the management of the school in relation to the work of departmental colleagues in their role as teachers and as otherwise reasonably requested; to assist SLT/ALT in fulfilling the academic functions of the school.

Person Specification

The Director of Art should be a well-qualified, capable and enthusiastic subject specialist, both as a practising artist and an academic, an approachable, supportive, inspiring leader, a robust manager, an imaginative innovator and a proficient administrator.

Line Management

The Director of Art is responsible for all teaching and non-teaching members of the department as well as any ancillary helpers.

The Director of Art reports to the Deputy Head (Academic).

Main Duties

Responsibilities include:

Academic Management

- Developing and setting clear aims and objectives for the department
- Maintaining, developing and regularly reviewing departmental policies and practice, making sure that they are in line with school policy, and ensuring that these are put into effect
- Ensuring that clear and comprehensive departmental schemes of work and handbooks are produced
- Monitoring and developing standards of teaching and learning within the department, in conjunction with the Director of Teaching and Learning, the Head Librarian and other key stakeholders, including through work scrutiny, lesson observations, learning walks and so on
- Advising ALT of any issues relating to underperformance of colleagues in their role as teachers, and of any complaints or concerns in this regard
- Maintaining and acting upon a good working knowledge of developments in the teaching of Art
- Chairing regular departmental meetings
- Develop and maintain an inspirational teaching and learning environment in the Art Studios
- Implement school Healthy and Safety policies, conduct risk assessments and ensure that safe working practices are adhered to



- Maintaining and developing the teaching and working environment in the Art Department, ensuring that it is both safe and inspirational for teaching and learning
- Updating, maintaining and managing departmental resources (including teaching resources, books, stationery and so on)
- Managing the departmental budget, liaising with the Deputy Head (Academic) and the Financial Controller
- Coordinating and promoting departmental activities (such as field trips, visits, lectures, societies and so on)
- Keeping departmental records
- Overseeing the preparation of students for applications for post-school study, including at elite Art institutions
- Overseeing the use and analysis of examination, value-added and tracking data to monitor student progress and to inform interventions and developments in practice

Examinations

- Choosing and implementing specifications for public examination courses
- Organising the setting and marking of scholarship and entrance examinations
- Organising the setting and marking of internal examinations
- Planning, implementing and administering coursework
- Liaising with the Examinations Office and exam boards

Personnel

- Organising the allocation of teaching
- Organising teaching sets
- Where cover is not arranged on a faculty-wide basis, organising and overseeing cover or supply teaching in the department
- Interviewing and advising on the appointment of new staff
- Overseeing the induction of NQTs and other new colleagues in the department
- Coordinating the professional development of teachers within the department, including the organisation of departmental INSET
- Participating in the appraisal of all teachers in the department
- Overseeing and managing the work of non-teaching members of the department, such as secretaries, technicians, assistants and so on
- Seeking to promote the welfare of departmental members

Other

- Organising exhibitions of work produced in school and elsewhere
- Advising SLT about issues relating to the teaching of Art
- Liaising with parents about issues arising in or related to the department or Art at Oakham including, in conjunction with the Deputy Head (Academic), any complaints or concerns from parents
- Developing and maintaining links with external bodies relating to the teaching of Art
- Developing, maintaining and promoting links with feeder schools
- Working with the Marketing Department to ensure that any departmental pages on the school website are up-to-date, and to contribute news stories, social media posts and so on relating to the department and the teaching of Art
- Working with the Marketing Department to ensure that any materials produced by the department follow the school's branding and style guides
- Communicating to departmental colleagues any information or actions from SLT/ALT

DAH

November 2017