 **Job Description**

 **Head of Department - Art**

**Responsible to:** Assistant Principal

**Salary:** A Head of Department salary is calculated as follows:

* + - * Basic teacher salary (based on the Sixth Form Colleges teaching scale)
			* A Head of Department allowance of £2,142.00 per annum, plus an additional £561.00 per annum for every group of 50 students enrolled onto the course, up to a maximum of £10,201.00 per annum. The allowance is set every three years, based on an average of the student numbers for the previous three years.

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An opportunity has arisen to lead one of Greenhead Colleges’ most successful departments. The post is suitable for an experienced teacher or an existing Head of Department. The post is offered on a fulltime, permanent contract.

We are a committed and enthusiastic department which currently includes two full-time and one part time teachers as well as two specialist art technicians. All lessons take place in purpose-built specialist studios and workshops. We have facilities for painting, printmaking, black and white photography, digital imaging, moving image, graphics, textiles and fashion. The studios are alive with a diversity of ideas and methods of work and many students gravitate towards the art studios in their own time to continue their work in a supportive, highly creative and happy environment.

The syllabus followed is Pearson Art and Craft A Level. At present, there are around 200 students pursuing courses in the department. This is an outstanding team (Ofsted “Outstanding” for over 20 years) with a history of exceptional results, support for students and destinations. Our latest Ofsted report noted that, “Art and design students produce exciting and highly individual work that is excellently supported by thoughtful workbooks that document the process. They are surrounded by excellent work by current and past students and their work is celebrated around the College”.

In the Art department at Greenhead College we feel that our students should have ownership of their work, an opportunity to create a visual language, which says something about the way that they understand the world. We believe that the diversity of students we teach should be reflected in their artwork. Having completed the course our students are extremely well prepared for the next stage of their lives, with skills that are transferable to all aspects of adult life.

Between 45-50% of our students go on to Art and Design related courses post-18 including Foundation, as well as direct entry onto degree courses such as Fine Art, Textile Design, Fashion Design, Graphics and Advertising, Photography, 3D, Multimedia, Architecture, Product Design and Illustration.

**Role specific responsibilities**

1. To manage a large specification within the subject area
2. Teaching up to four teaching groups within the department
3. A contribution towards enrichment (non-examination) courses and subject support sessions such that total formal contact time with students is around 19 hours per week.
4. Departmental duties of curriculum administration and leadership as required to maintain the department’s academic success.
5. To convene regular formal subject area meetings, setting agendas, minuting meetings and circulating copies to appropriate staff members
6. To establish common standards of practice within the subject area
7. To ensure that finances and resources are deployed in a just, fair and efficient manner
8. The management of staff development, quality improvement, self-assessment and performance management within the department; including maximising the potential of staff within the subject.
9. The management of teaching, learning and assessment in the department.
10. The monitoring and development of students’ academic progress during their courses and onto subject related courses in Higher Education.
11. Active promotion of the subject to potential students in local schools, during Year 10 and Year 11 transition events.
12. Actively engage (where appropriate) with local employers to wider develop student experience, employability skills and opportunities
13. To work with the subject area team in ensuring that the environment is stimulating, celebrates student achievement and fosters an inclusive environment for learning
14. To manage the process of marking, monitoring and returning of work to students so that it is done in a reasonable and agreed time span providing constructive and oral and/or written feedback that clearly indicates strategies for improvement – as such that students are very clear as to know what they need to do to improve and make more progress quicker
15. Accountability for the department’s academic record
16. Alongside the Marketing and Communications Officer, develop the Alumni within the subject area
17. Ensure that students are assessed and monitored in line with College’s progress monitoring schedule
18. Ensure that all staff within the subject area fully implement the College’s Student Re-engagement and Fitness to Study policies
19. Play a co-operative and supportive role within the curriculum areas across College as a whole through the sharing of good practice and mentoring/coaching activities for less experienced staff where this is appropriate
20. Close liaison with Personal Tutors, Senior Tutors, Assistant Principals and the Deputy Principal in dealing with students with academic and pastoral concerns.
21. Attendance at Head of Department, staff and departmental meetings, at least four High School Interview events, Open Evenings and Parents’ Evenings (these may involve attendance outside normal working days).
22. Being in sympathy with the College’s ethos which finds its roots in a staff strongly committed to the College in all aspects and activities. It is based on a philosophy that valuing students and helping them to experience success and sometimes working through failure helps them to grow in confidence and to succeed.
23. Ensure that the department is prepared effectively and fully for Ofsted inspections
24. Ensure that all teachers within the department embed into schemes of work and their teaching, learning and assessment strategies where appropriate, the fundamental principles that underpin the Prevent Strategy and Fundamental British Values. You are also required to ensure that they are appropriately reflected in subject classroom and corridor displays.
25. To prepare and produce the department timetable to reflect the business needs of the College. No groups are to be split from a teaching perspective, unless previously approved by the relevant Assistant Principal Quality, Curriculum and Student Outcomes

**General duties and responsibilities**

The post holder is required to:

1. Promote, act as a role model and implement the College’s policies, practices and procedures including those relating to equality and diversity.
2. Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college’s responsibilities under the Health and Safety at Work Act.
3. Demonstrate day to day commitment to the College’s core values of community and mission statement.
4. Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

***All staff and senior post-holders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role*­­­­­­­­­­­­.**

**Special features of the post**

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

**Equality and Diversity Statement**

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

**Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

Employees are required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

**Prevent Statement**

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

**Head of Department**

**Further Particulars**

**Salary:**

In addition to the basic teacher salary, a Head of Department receives a sum of £2,142.00 per annum, plus an additional £561.00 per annum for every group of 50 students enrolled onto the course, up to a maximum of £10,201.00 per annum. The allowance is set every three years, based on an average of the student numbers for the previous three years.

**Conditions of Appointment:**

Appointment is working to the terms and conditions of service for all College staff under the following main provisions:

**Pension:**

You will be entitled to join the Teachers’ Pension Scheme.

**Annual Review:**

You will be required to participate in the College’s performance management scheme.

**Sickness, Maternity/Paternity, Disciplinary and** **Grievance:**

The Corporation’s policies will apply. Details are available on the College website and from the Human Resources Manager.

**Disclosure and Barring** S**ervice:**

We have a strong commitment to safeguarding; all new appointments are subject to satisfactory enhanced DBS clearance.

**College Security:**

Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

**Head of Department**

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED FROM** |
|  **RELEVANT** **EXPERIENCE** | A practising artist-teacher with evidence of substantial and successful teaching in A Level Art (5 years+) with a proven track record of securing outstanding student outcomes.Evidence of knowledge and practice of development in teaching within the subject area.Ability to work with diverse groups of students of contrasting needs and abilities in the classroom, in performance and in enrichment. | Work for Pearson Examination Board.Experience of working with other stakeholders to raise student achievement, e.g. parents, the local community, employers, etc.  | Application Form Interview  |
|  **EDUCATION** **AND** **TRAINING** | Good honours degree in subject area or a related subject.A recognised teaching qualification.Evidence of appropriate continuing professional development. | Further degree. | Application Form |
| **PROFESSIONAL ATTRIBUTES** | A passion for Art and a clearly articulated vision for the Art Department.Confident art practitioner in own right.A good working knowledge of contemporary culture and artistic practices.Capacity to motivate, encourage and inspire students of all abilities.Experience of implementing assessment strategies which lead to high student outcomes.Experience and understanding of data analysis. The ability to lead, manage, coach and mentor a diverse, experienced and successful team. Ability to work flexibly, be resilient and self-motivated: a ‘can do’ approach.Excellent organisational and administrative skills.A commitment to continuous quality improvement.A commitment to ongoing professional development. | Experience of curriculum development.Experience of developing the use of IT in thecurriculum including Moodle.  | Application FormInterview References |
| **PERSONAL QUALITIES** | A proven commitment to safeguarding and promoting the welfare of young people.A proven commitment to equality and diversity and an understanding of the College’s policies.High expectations of students and staff.Qualities that include warmth, enthusiasm, humour, support, high expectations, tact and integrity.A confident and enthusiastic communicator who possesses excellent communication skills, both written and oral.Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs. |  | InterviewReferences |