



## HEAD OF ART

### JOB DESCRIPTION February 2019

<b>Responsible to:</b>	<b>Headmaster</b>
<b>Role</b>	<ul style="list-style-type: none"><li>• Direct and oversee a coherent and progressive Art education programme for all pupils from Reception to Year 8, ensuring the highest standards of teaching and learning are achieved.</li><li>• Communicate a passion for learning, with a flexible and imaginative approach to teaching and the management of people and processes</li></ul>
<b>Duties and Responsibilities:</b>	<p><b>Principle Responsibilities</b></p> <ul style="list-style-type: none"><li>• Research, design and establish an broad, balanced, challenging and coherent Art curriculum for all pupils</li><li>• Plan, resource and deliver high quality lessons to pupils from Y4 to Y8</li><li>• Assess, record and report on the development and attainment of pupils</li><li>• Devise strategies to enhance assessment of, and for learning</li><li>• Manage the departmental budget</li><li>• Assume responsibility for display of art work throughout the school. Overseeing exhibitions and Open Day displays</li><li>• Identify and nurture potential art scholarship candidates, and prepare them (and their portfolio work) for senior school assessments</li><li>• Ensure everyone involved in art education is inspired through the provision of directed CPD opportunities and up to date on current thinking regarding the teaching of Art, curriculum design and pedagogy</li><li>• Communicate with parents on all issues related to Art education</li><li>• Organising activities for Open Mornings.</li><li>• Submitting work for exhibitions and competition entry</li></ul> <p><b>Training and Development</b></p> <ul style="list-style-type: none"><li>• Constantly review the practice of the department on an 'ad hoc' and informal basis; step back for the day to day business</li><li>• Have ambition for the department and participate openly, honestly and critically in the 'Subject Review Process'</li><li>• Have ambition for one's own continuous professional development and for the professional development of colleagues</li><li>• Engage in regular communication with colleagues from other schools</li><li>• Strive to learn/master new artistic skills and processes; encourage colleagues to follow your lead</li><li>• Take a personal interest in the wider 'Arts' and participate in cultural adventures with colleagues and pupils. Look to stretch boundaries of understanding and appreciation of that which surrounds us</li></ul>

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Promote the safeguarding and the personal well-being and welfare of all pupils</li> <li>• Maintain high professional standards of attendance, punctuality, appearance and conduct</li> <li>• Celebrate differences and show an appreciation of cultural diversity</li> <li>• Maintain positive, courteous relations with pupils, parents and colleagues.</li> <li>• Look to engage fully in the academic and pastoral life of the School and play an active part in the extracurricular programmes</li> <li>• Uphold and promote the reputation of the school.</li> <li>• Adhere to all school policies and procedures.</li> </ul>
<p><b>Skills &amp; Competencies</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Recognised Degree in Art and/or in an Art related subject</li> <li>• Qualified teacher status, possibly with a teaching qualification</li> <li>• Strong academic and intellectual credentials</li> <li>• Passion for Art, as evidenced through their own personal work</li> <li>• Experience of teaching pupils in at least 2 Key Stages</li> <li>• Evidence of strong skills in an array of artistic techniques, including multi-media platforms and formats</li> <li>• Possessing of high expectations of themselves and their pupils</li> <li>• Excellent communicator, both written and verbal</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Evidence of further professional study, ie Master's Degree</li> <li>• Experience of leading or assisting the leadership in an Art department</li> <li>• Evidence of excellent people management skills</li> <li>• Experience in the preparation of pupils for external examination and/or assessment</li> <li>• Experience in the design of an Art curriculum and in associated units and programmes of study</li> <li>• Proven ability in improve standards; as evidenced through professional appraisal or department review feedback</li> <li>• Evidence of on-going, forward thinking / challenging CPD</li> <li>• Experience in the teaching of boys, either in single-sex or co-ed settings</li> <li>• Strong personal portfolio of relevant and recent art work</li> <li>• Evidence of an open mind to contemporary practice in Art and Evidence of recent art work produced</li> </ul>
<p><b>Personal Attributes and Qualities</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Belief in teacher efficacy; in the difference excellent teaching can make to pupil progress and attainment</li> <li>• Capacity to inspire, with a positive, pro-active 'can do' outlook</li> <li>• Ability to plan, prioritise and manage a varied workload and changing priorities; work collaboratively and has the ability to work independently.</li> <li>• Take initiative and see projects through to conclusion. Attention to detail</li> <li>• Administrative skills, effectively managing commitments and deadlines</li> <li>• Competence in ICT/Digital Technology; an interest and competence in digital learning opportunities</li> <li>• Work collaboratively and possess the ability to work independently. Strong interpersonal skills</li> <li>• Exude a generosity of spirit towards the demands of a vibrant, energised and ambitious school setting</li> </ul>

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<b>Terms &amp; Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>• Core school hours, when all teaching staff are expected to be in work as a minimum, are 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties.</li> <li>• All INSET days, Open Mornings and other relevant events listed in the School calendar.</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time.</li> </ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"> <li>• Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an Enhanced DBS check.</li> </ul>

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