



Bristol
Grammar
School

Job Description

Head of Art

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR
Registered Charity Number: 1104425

Job Role Specification

Post:	Head of Art
Line Manager:	Assistant Head: Curriculum
Anticipated start date:	01 September 2018

Outline of Department

The Art School is situated in a large Victorian house adjacent to the main school. It comprises of three main large studios, a printmaking studio, four studios for the sole use of A-Level students and a department office. The department has expanded into new accommodation set within its garden to allow for its developing Fine Art Textiles option and growing Sixth Form teaching.

The Art department is a committed team of 6 teachers; the Head of Art, 2 full-time member and 3 part-time members of staff and a highly qualified Art technician, who deliver a challenging and exciting curriculum to all year groups throughout the School from Year 6 through to A-Level and IB.

All of the students in Years 6 to 8 have weekly Art classes. The Art GCSE options begin in Year 9. The GCSE and Sixth Form options are popular with the students as they offer exciting and challenging courses, enabling those students wishing to continue on to Higher Education the chance to gain places in leading Schools of Architecture and Art.

Presently, the Department delivers a Fine Art curriculum, including textiles to all of the students with the emphasis of the teaching on idea development, visual research and visual problem solving. We place a high importance on good drawing skills, developing a clear understanding of the principles of colour theory and an ability to develop ideas both sequentially and experimentally.

Alongside our core curriculum of drawing, painting and printmaking, we also run illustration and three-dimensional projects that broaden our approach. The Department is equipped with computers and has Photoshop software. We are also expanding our printmaking facilities with the addition of a Silkscreen base. We offer the experience of Fine Art Textiles (Surface Pattern) to students from Years 6 to 11 and see this as an expanding part of the Department's life. Our practical teaching is complemented by a critical and historical studies component. At the moment this is delivered, in the main, in the GCSE and Sixth Form courses. However, we are in the process of expanding this into Years 7, 8 and 9.

Outside of the Art School the Department is involved in a 'rolling program' of exhibiting student work and mounting exhibitions in School as well as in the city. All members of the Department take students on visits to the local galleries and museums.

The Art Department is a busy and exciting place to work with a tightly knit team working together to deliver a programme of high quality lessons to a wide variety of highly motivated students.

The main focus of this post is to deliver a strong Fine Art Curriculum which leads up to AQA GCSE and A-Level, and IB, examinations. The courses are structured through a robust and expanding scheme of work, which explores observational and abstract approaches to the project work, which challenges the student cohort, in ability and thinking.

For many years work by the students' has been used by the AQA Examination Board as national marking samples and for specification meetings at A Level and GCSE. Chief Examiners have commended the Department for their help in driving up national standards.

Each year many students go on the Foundation and Higher Education course to read Architecture, History of Art, Fine Art, animation and many other art courses.

The Department's teachers are a highly capable and dedicated group of professionals, who have a diverse range of skills, with the ability to draw out the best in every student.

Drawing is a major element of the department's work and candidates will need to show a strong graphic ability and an interest in observational drawing and painting. A strong understanding of the teaching of colour theory to all year groups is expected. Most members of the department use printmaking (intaglio, screen and relief) as an element of their teaching and Photoshop and the use of iPads is in common practice. It would be an advantage for candidates to offer evidence of some of this in their present teaching. The department runs a number of visits and trips throughout the year and the successful candidate would be expected to be available to assist and participate in these. Candidates will be expected to help and have an input with the Art Scholars' programme.

Duties and Responsibilities

A successful Department is one that not only produces good examination results, but which generates enthusiasm, enjoyment and a sense of purpose among students and staff. We aim high at Bristol Grammar School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our students. The Head of Department has an important part to play in this and will set his / her sights high in everything they do. Successful Heads of Department are leaders, not just managers, leading by example through excellent teaching, outstanding organisation, patience, understanding and empathy, as well as knowledge of the 'bigger picture' and the place the Department has in the priorities of the School. To be a Head of Department is a great achievement and the position is held in high esteem.

All Heads of Department are responsible to the Headmaster for the proper discharge of their duties. The overall direction of Heads of Department is, however, delegated by the Headmaster to the Deputy Head who is responsible for Learning and to the Assistant Head (Curriculum). The Head of Art will be responsible for:

- The leadership, oversight and good management of the Department.
- Ensuring that the quality of learning is at its very best in the Department. This will be brought about through such things as close observation of students' work, both within and outside of the classroom, carrying out work scrutinies and student voice work, as well as analysis of data.
- Ensuring that the quality of teaching is at its very best, leading on new learning and teaching innovations in the subject, helping to facilitate all staff in the Department to discuss their teaching and develop new pedagogical techniques. This will be brought about through such things as lesson observations, being observed, advising on delivery of schemes of work, sharing of good practice and regular Department INSET on teaching styles and techniques.
- Setting the direction of the Department, with reference to the School's priorities, through the Department's Evaluation and Development Plan documents.
- The planning, organisation and review of the courses taught in the Department. The publication of the schemes of work, both internally for Department use, as well as on the School website for parents to access (in a shortened form).
- Liaison with the appropriate learning co-ordinator in the Junior School and ensuring that we are 'One School' as far as possible within schemes of work.
- The preparation and submission of an annual budget and the use of the budget allocated to the department for upkeep of stock, equipment and accommodation.
- The integration and induction of all new teachers to the Department. Supervision and observation of teachers during their probation period.
- The supervision and oversight of student teachers and liaison with the Assistant Head in charge of CPD.
- The timetabling of Departmental staff to provide a fair and comprehensive spread of work.
- Ensuring that the School's homework policy is implemented within the Department.
- Ensuring that marking is in accordance with the agreed marking policy of the Department.
- The conducting of regular meetings, ensuring active and relevant participation of staff in departmental organisation. To promote the professional development of the staff in the Department by devising a suitable responsibility structure and encouraging in-service training.
- The progress of students, their welfare and the discipline within the Department, in line with the stated aims and objectives of the School, liaising with academic leaders and Heads of House where appropriate; the maintenance of adequate records; the allocation of grades as required by the School; and advice to students on choice of subjects to be taken at both GCSE, A Level and IB.
- The internal and external departmental examination policy and administration.
- Appraisal of members of the Department and associated Support Staff, including formal observations of lessons.

- The organisation and co-ordination of trips, visits and co-curricular activities that may add enrichment to the day-to-day teaching of the Department and to the holistic development of students.
- Ensuring effective departmental channels of communication. Holding and taking minutes of regular formal meetings as well as holding informal meetings as the need arises.
- Liaison with Form Tutors, Heads of House, and House Academic Tutors regarding the work of individual students. Responding to concerns of Heads of House and academic leaders regarding the professional work of any member of the Department.
- Production of stimulating displays in and around the Department and ensuring a high standard of up-keep in those rooms used by the Department.
- Assisting the Headmaster as required with the appointment of new members of the Department.
- Participation in the interview and examination of candidates for entry to the School.
- Occasional presentations to governors and parents.
- Ensuring the Headmaster is informed of developments in teaching and examinations and of the possible implications these may have for Bristol Grammar School.
- Ensuring that all activities undertaken in the Department conform to current Health and Safety legislation and that Risk Assessments are completed and stored as required.

The above responsibilities vary to a degree according to the size and nature of the Department and no job description of this kind can hope to be fully inclusive.

In particular, it is assumed that in addition to leading and promoting their subject, Heads of Department will be fully involved with the pastoral and co- curricular activities of the School. Heads of Department will normally act as Form and House Tutors.

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Academic Tutors or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Academic Tutors or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Head of Art will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I E
Have experience of teaching KS3, KS4 & KS5	L	E
Be a graduate in Art or a closely related discipline	L	E
Experience of preparing students for Oxbridge entrance	L	D
An enthusiastic and approachable nature		I E
A sense of humour and an optimistic, resilient style when faced with pressure		I E
The ability to develop good working relationships with all members of the School community	L	E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I E
Be able to create a challenging and effective learning environment for all students	L	I E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L	D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people	L	I E

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Head of Art.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, bgshr@bgs.bristol.sch.uk

The closing date for applications is Monday, 29 January 2018, at 9am.

Interviews are currently planned for Monday, 05 February 2018.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.