

**Job Description: Head of Arts Faculty**

*(Art, Drama and Music)*

**PURPOSE**

The Head of Arts leads and manages the team in order to promote the effective development of all individuals in our learning community.

**LEADERSHIP RESPONSIBILITIES**

* Provide professional leadership and management of teaching and learning throughout the team, ensuring high standards and appropriate levels of accountability
* Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by the department; demonstrating the vision and values of the school in everyday work and practice
* Motivate and work with others to create a shared culture and positive climate
* Contribute to the school’s Self Evaluation and strategic planning
* Develop, implement and review the departments strategic plan and SEF in consultation with the relevant members of the SLT
* Ensure there is clear vision as to how the subject should be taught and developed
* Ensure that all staff have high expectations of students and that teaching in the department secures high quality learning for all pupils and that the progress of all pupils is measured
* Ensure that all members of your team encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge.
* Ensue there is rigorous record keeping and follow-up in the department, with clear intervention plans in place for underperforming students, liaising with all key stakeholders (eg Heads and Deputy Heads of school) to ensure clarity of communication.
* Develop all members of the team through appropriate distributed leadership and encouragement of agency wherever possible
* Support the continued development of excellent teaching at The English College and remain open to changes in pedagogy whilst embedding best practice as it arises
* Introduce creative initiatives and drive collaborative projects to ensure that a varied and inspiring curriculum is always maintained to enable the children to explore the subject and develop in your department
* Develop and maintain strong links with the Primary School, ensuring that there is cohesive planning across the school phases, creating a seamless all-through curriculum
* Be a model of excellent practice of teaching and learning in order to give teachers advice and guidance on improving the quality of learning
* Raise the profile of the faculty, both inside and outside of the community through house activities or appropriate inter-school events

**MANAGEMENT RESPONSIBILITIES**

* Line manage members of the department and provide support, stretch and challenge for their professional growth through aspirational and realistic professional learning goals
* Maintain a department file to include: Staffing, Curriculum Plan, Departmental review feedback and Action Plans, Schemes of Work, Timetabling, SDP, Job Descriptions, Budget, INSET, Assessments, Meetings, Visits/Visitors, Risk Assessments and IEPs
* Ensure Schemes of Work are in place and up to date
* Oversee examinations and assessments within the department
* Be responsible for preparing and managing the department budget and the ordering of all equipment
* Be responsible for organising regular departmental meetings and recorded minutes
* Be responsible for the Department’s contributions to the school’s website, social media and publications as necessary
* Oversee and proofread reports
* Contribute to and support the induction of new staff
* Attend all meetings and INSET as required, attending and contributing to Heads of Faculty meetings and arranging and leading regular departmental meetings
* Be aware of and comply with all the school policies including those for marking and assessment, teaching and learning and reporting
* Assist with covering colleagues as required

**TEACHING AND LEARNING RESPONSIBILITIES**

* Teach children of all abilities using a variety of styles to create appropriate learning opportunities for all pupils
* Drive excellent standards of teaching and learning in the department
* Ensure the effective use of data to promote students learning and target setting is well embedded into the department
* Identify underachieving pupils and ensure appropriate intervention

**PASTORAL RESPONSIBILITIES**

* Work within a House team and linked a Tutor in a specified Year Group
* Show an active interest in each child’s personal and domestic circumstances
* Foster the personal and social developments of each pupil in your care
* Promote pride in the school among the pupil body through high standards of dress, behaviour and commitment
* Actively promote the social, moral and cultural ethos of the school community
* Create an atmosphere of support by being aware of, and fully complying with, all the school Policies; including the Code of Conduct, School Rules and the Anti-Bullying Policy
* Be familiar with in all the school’s policies on Health and Safety and be proactive in ensuring the safety of all members of the school community at all times
* Be aware of and comply with the school’s rewards and disciplinary policies, promoting exemplary behavior and a responsible attitude amongst all pupils at all times
* Be aware of and act upon all policies regarding the safeguarding of children

**PROFESSIONAL RESPONSIBILITIES**

* Ensure that all communication is acted upon appropriately and in a timely manner
* Attend Parents’ Evenings, Assemblies, Productions, Sporting and Special Events
* Be responsible for all school resources particularly those in your care, reporting damage or loss to your line manager or the Facilities Manager, as appropriate
* Foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
* Carry out any reasonable professional request made by the Principal, Head of School or member of the ESLT
* Contribute to the schools extra-curricular provision.

**POSITION SPECIFICATIONS**

**Allowance**

This post will receive a competitive paid Position of Responsibility (POR) allowance and a time allowance.

### **Minimum Academic/Professional Qualification**

Appropriate teaching degree.

## **Related Experience**

Minimum 5 years teaching experience

**Competencies (Knowledge, Skills & Abilities)**

* Have a strong learning-focused philosophy
* Have strong interpersonal skills and be a real team player
* Be a strong transformational leader in addition to having strong transactional leadership skills
* Embrace, innovate and lead educational change
* Recognise the importance of developing strong meaningful relationships with staff and students
* Bring a balanced set of personal and professional goals
* Enjoy and contribute to a professionally stimulating environment
* Have a good sense of humour

**Competencies (Behavioural)**

* Excellent, caring student-centred educator
* Ability to work collaboratively as part of a team
* Ability to react well under pressure
* Excellent organizational skills
* High standards of dress, punctuality and attendance

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the management