



Durston House

Head of Art - Job Description

Job Title: Head of Art
Line Manager: Deputy Head

Introduction

The Head of Art carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster.

The Head of Art supports and promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Durston House Safeguarding Policy and other policies that promote the welfare and care of pupils.

The Head of Art complies with the school's Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice, contained and referenced in the Staff Handbook.

Specific Responsibilities of the Head of Art

- Be accountable to Senior Management for Art throughout the school
- Oversee the progression of Art throughout the school from Year 1 to Year 8
- Oversee and support all staff teaching Art from Year 1 to Year 8
- Set an example of good practice in Art teaching
- Observe teachers of Art throughout the school
- Assess and address the training needs of those teaching Art
- Oversee the development, planning and assessment of Art, in conjunction with the Prep-Prep and Junior School Art Co-ordinators, who are responsible for Art in their respective sections of the school
- Implement systems of assessment that facilitate co-ordination and continuity between year groups and between the three sections of the school
- Formulate and update the departmental documentation, which provides guidelines of principles of good practice in Art teaching and gives a framework through which the demands of National Curriculum can be met in the light of current teaching practice and changes to the curriculum
- Formulate and update the Schemes of Work
- Monitor and ensure that the Schemes of Work are being followed throughout the school
- Monitor marking and feedback, ensuring that the school and departmental marking policies are being followed
- Monitor and evaluate the learning and progress of pupils

- Co-ordinate the preparation and setting of appropriate assessments
- Produce and implement the Department Strategic Plan in conjunction with the Pre-Prep and Junior School Art Co-ordinators
- Organise events and excursions that support the Art curriculum in the Middle and Upper Schools
- Cost and submit an annual budget bid for Middle and Upper School Art and then monitor purchases to remain within that budget
- Oversee the costing and submission of budget bids for Junior School and Pre-Prep Art
- Order new equipment and books as necessary to meet the demands of the curriculum within the allocated budget
- Check and organise the resources and equipment so that they are stored safely and used correctly by all the appropriate staff
- Provide an agenda for and chair Art Department Meetings with the Junior School and Pre-Prep Art Co-ordinators, according to the Meetings Schedule
- Record minutes of meetings and distribute appropriately
- Attend Heads of Department meetings
- Liaise with other schools, particularly Senior Schools, on changing requirements and new syllabuses
- Liaise with parents and other staff as appropriate
- Display pupil art appropriately throughout the school
- Prepare and give an Art assembly according to the Assemblies Schedule

Duties as a Teacher of Art

- Teach Art from Year 3 to Year 8
- Devote sufficient time in and out of formal school hours for preparation, assessment and administration
- Follow the Art Department Schemes of Work in the planning and delivery of the Art Curriculum
- Set and mark homework, as appropriate
- Follow the school's Marking and Presentation Policies
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Write reports according to the school's Reporting Policy
- Liaise with parents and other staff where appropriate
- Maintain an ordered, stimulating classroom, displaying pupil work appropriately

Duties as a Form Teacher (where appropriate)

- Be the first point of contact for pupils and parents
- Liaise with parents and other staff where appropriate
- Be responsible in the first instance for the general welfare of the pupils in that form
- Be responsible for overseeing a pupil's achievement and personal development
- Help the form to develop a collective spirit of loyalty, trust and support
- Register the form twice daily
- Disseminate any information or correspondence to pupils
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Read and check the form's school reports and write a general, Form Report for these pupils, according to the school's Reporting Policy
- Maintain an ordered, stimulating Form Room in which the pupils can take pride, as their base
- Prepare a Form Assembly annually (Year 5 only)
- Liaise closely with the Deputy Head, Director of Studies and Head of Complementary Curriculum

Other General School Duties

- Accept responsibility for the welfare and care of pupils, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Cover classes for absent colleagues as directed by Senior Management
- Undertake break and supervisory duties as designated by Senior Management
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Attend major school events, such as the Carol Service, the School Concert and school productions outside normal school hours
- Attend school Outings and Trips as required by Senior Management
- Offer at least one after school extra-curricular activity per term
- Assist with Games (where appropriate)