



Bedford Girls' School

Job Description

Head of Art and Textiles Department

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Purpose:</p>	<p>To lead the Art and Textiles Department with vision, enthusiasm and innovation in promoting and developing the academic and co-curricular profile of the subjects To assume overall responsibility for the teaching, development and administration of the subject and ensure high standards in teaching and learning are delivered, that resources are used effectively and the curriculum is managed and developed in accordance with Bedford Girls' School policy. To participate and lead co-curricular opportunities within the department, playing an active role in key school events linked to the subjects.</p>
<p>Job Title:</p>	<p>Head of Department</p>
<p>Reporting Line:</p>	<p>Accountable to the Head via designated line manager</p>
<p>Working Hours:</p>	<p>Full time</p>
<p>Salary:</p>	<p>Harpur Trust Teaching Scale plus additional allowance</p>
<p>Line management responsibility for:</p>	<p>Teachers within the Art & Textiles Department, Art Technician</p>
<p>Principal Accountabilities/ Responsibilities</p>	<p>1. Policy/Strategic direction and development</p> <ul style="list-style-type: none"> • Contribute to whole school policy-making and strategic planning as required by the Head. • Prepare, monitor and update annual Art and Textiles development plans in consultation with colleagues. • Ensure that the school policies and strategies are embedded in the departmental schemes of work and operational plans. <p>2. Leadership & management of others</p> <ul style="list-style-type: none"> • Lead and manage the Art and Textiles departments, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained. • Empower members of the Art and Textiles Departments to develop their leadership potential to ensure continuous improvement within the departments. • Monitor teachers in the Art and Textiles Departments and advise strategies for further development. • Chair department meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented. <p>3. Teaching and learning</p> <ul style="list-style-type: none"> • Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school. • Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the Art and Textiles departments. • Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.

- Ensure that the teachers are monitoring pupils' work and the classroom practice of those in their department to ensure high standards are maintained.
- Keep up to date with developments in the Art and Textiles subject areas and education in general to ensure that best practice is adopted within the faculty.
- Ensure that each department's delivery and development of the curriculum is effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events such as hosting external speakers, exhibitions and fashion show.

4. Extra-curricular activities

- Seek opportunities for the provision of extra-curricular activities in the Art and Textiles Departments
- Play a leading role in promoting creativity at Bedford Girls' School and help contribute to the vibrancy of the school
- Actively promote interest in Art and Textiles outside the immediate physical and timetabled confines of the faculty.

5. Marketing and external links, including public occasions

- Actively promote the Art and Textiles departments within the school community to encourage pupils' interest in the subject areas.
- Lead the Art and Textiles contributions to marketing events and external links.

6. Management of resources

- Monitor the Art and Textiles departments allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify and collate the future resourcing needs and aspirations for the the Art and Textiles departments, for consideration in the school budget planning process.
- Ensure that all resources are of benefit to teaching and learning and maintaining high standards in the faculty.
- Use accommodation in the Art and Textiles Department to create a stimulating learning environment and display the art and textiles work around Bedford Girls' School to help contribute to the vibrancy of the school
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

7. Monitoring, evaluation and assessment

- Ensure that within Art and Textiles individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- Monitor and ensure that marking and feedback is consistent and in line with departmental policy.

8. Training and development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Ensure that training needs within the Departments are identified, appropriately met, and that all members of the faculty are active in their own personal and continuous professional development.

You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.



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Person Specification		
	Essential Criteria These are qualities without which the Applicant could not be appointed	Desirable Criteria
Qualifications	A well qualified graduate with QTS or the equivalent gained through experience.	Post graduate qualification, for example, a Masters degree or post graduate diploma.
Experience	<p>Experience as a subject teacher covering KS3-5</p> <p>Successful experience of teaching A level and GCSE in the subject for at least 2 cycles, with a track record of consistently enabling pupils to achieve high standards.</p> <p>Significant successful experience as a subject leader or Head of Department</p>	<p>Experience of organising or participating in extra-curricular activities.</p> <p>Experience of participating in or leading a whole school initiative.</p>
Knowledge & Skills	<p>Strong leadership skills with the ability to lead and manage people to work towards a common goal.</p> <p>Strong analytical and problem solving skills with the ability to make decisions.</p> <p>Excellent communication and interpersonal skills including the ability to make points clearly and understand the views of others and to relate well to people on all levels.</p> <p>Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.</p> <p>Excellent organisational skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Excellent subject knowledge and professional knowledge.</p>	



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	<p>An awareness and understanding of national and examination curricular requirements of the subject.</p> <p>Up to date with professional developments in the subject and other aspects of education.</p>	
<p>Personal competencies and qualities</p>	<p>Ability to enthuse children and adults.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Enjoy rising to the challenges inherent in a school environment.</p> <p>Commitment to personal development and life long learning.</p>	<p>Ability to know how to manage situations, for example, when to be firm and when to be flexible.</p>