



Job Description: Head of Art and Design at Glenmoor and Winton Academies

Key Purpose:

The Head of Art and Design will lead the department in one of the highest-performing secondary schools in England, fostering a dynamic and inspiring environment that encourages creativity, innovation, and excellence in art and design education. This role involves curriculum development, teaching, and management responsibilities for Year 7 to 11 (GCSE), ensuring that all students achieve their full potential in courses such as Fine Art, Graphics, Photography, Product Design, Textiles, and Hospitality and Catering.

Key Responsibilities and Duties:

Curriculum Leadership:

- Liaise effectively with the Vice Principal for Quality of Education to maintain appropriate accreditation
- Keep up to date with national developments within the art and design curriculum areas
- Respond to curriculum developments and initiatives at a national, regional and local level, and work effectively with the UL advisor for Art and Design
- Develop and implement a robust and engaging art and design curriculum that meets national standards and caters to diverse student needs.
- Ensure the curriculum incorporates contemporary practices and technologies in art and design.
- Monitor and evaluate the effectiveness of the curriculum, adjusting as necessary to improve student outcomes.

Teaching and Learning:

- Deliver high-quality teaching and learning experiences that inspire and challenge students across Year 7 to 11 (GCSE).
- Foster a classroom environment that supports creativity, critical thinking, and independent learning.
- Use various assessment methods to track student progress, providing feedback and support to ensure continuous improvement.

Department Management:

- Lead and manage the art and design department, including overseeing staff performance, professional development, and departmental planning.
- Ensure effective use of resources, including managing the department budget and maintaining equipment and materials.

Principal: Mr Leon Lima

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- Organise and lead department meetings, ensuring clear communication and collaboration among staff members.
- Uphold and maintain health and safety policies and practices and ensure risk assessments are implemented

Student Engagement:

- Promote a love of art and design across the school, organising exhibitions, competitions, and extra-curricular activities.
- Provide opportunities for students to engage with the wider art and design community, including field trips, workshops, and guest speakers.
- Support students in preparing portfolios for higher education and career opportunities in art and design.

Professional Development:

- Engage in continuous professional development to stay current with educational practices and advancements in art and design.
- Attend relevant training, workshops, and conferences to enhance skills and knowledge.
- Encourage and support the professional development of department staff, providing opportunities for growth and advancement.

Wider Professional Responsibilities:

- Contribute to the broader life of the school, participating in school-wide initiatives and events.
- Collaborate with colleagues across departments to integrate art and design into interdisciplinary projects.
- Communicate effectively with parents, guardians, and external stakeholders regarding student progress and department initiatives.
- Uphold and promote the school's values, ethos, and policies, serving as a role model for students and staff.
- To help to implement Academy quality control systems procedures and policies and to adhere to these
- To attend team meetings etc. in accordance with the Academy calendar
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Arbor, registers, etc.
- To complete the relevant documentation to assist in the tracking of students
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academies
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc.

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Glenmoor & Winton Academies

High Achievement – High Standards

Part of United Learning

- To be a Tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description
- To liaise with the relevant Pastoral Leads and SEN to ensure the implementation of the Academies Learning Support System and mentoring
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life

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