



### **JOB DESCRIPTION – Teacher of Art**

To be responsible to the Headteacher through the Head of Department

The subject teacher has the responsibility for organising effective learning situations and for the passing on of skills, knowledge and an enjoyment of their subject.

The subject teacher must be committed to safeguarding and promoting the welfare of all pupils.

**The subject teacher should:**

1. Make sure that individual lessons are planned and prepared well including the appropriate audio-visual aids and other relevant materials. Ensure work is set for pupils during any teacher absence whenever possible.
2. Adopt a forward-looking strategy and plan lessons in line with schemes of learning well in advance, in accordance with departmental and school policy.
3. Conduct ordered lessons, bearing in mind that the reason for the maintenance of discipline in the classroom is to produce an effective learning environment for all pupils.
4. Be responsible for the condition and safety of the teaching space used during the period of use and report any observed damage to the Head of Department (who will inform the caretaker).
5. Regularly set and mark appropriate work for pupils in order to assess progress and understanding. (*This will include both classwork and homework*).
6. Keep efficient records of any formative and summative pupil assessment following guidelines agreed with the Head of Department in line with school policy.
7. Be prepared to contribute and help manage the resources within their subject specialism.
8. Be prepared to take on specific responsibilities with the department.
9. Attend department meetings (as arranged), not only to receive information but also to contribute a critical consideration of courses and syllabuses and to offer ideas for possible future policy.
10. Consult with form tutors when appropriate over individual pupils and co-operate fully in any agreed course of action in accordance with school procedures.

11. Recognise that the responsibility for what happens in a lesson is the subject teacher's and act accordingly, bearing in mind that in extreme cases of disruptive behaviour the school's support system is available and should be used.
12. Attend Parents' Evenings and provide relevant feedback on pupils' progress.
13. Help to set examination papers in consultation with the Head of Department and mark and grade completed examination scripts according to the marking scheme and the school's assessment procedures.
14. Exercise care of equipment and require a high standard of presentation in exercise books and folders at all times.
15. Complete reports for each pupil in accordance with the school's published timetable.
16. Participate in the school's Performance Management system.

### **MEETINGS**

Attend the following meetings in accordance with the published calendar;

1. Staff briefing
2. Departmental meetings
3. Organised INSET meetings
4. Assemblies
5. Open Evenings
6. Parents' Evenings
7. Any other meetings the Head may reasonably direct.

### **FORM TUTOR**

Be a Form Tutor or perform Form Tutor duties, if required.

### **POLICIES**

Implement whole-school policies following the publication of guidelines and contribute to policy development as appropriate.

### **TEACHING**

Teach a timetable commensurate with the responsibilities held as may be reasonably directed by the Head.

### **INSET**

Be aware of INSET opportunities provided by both School and the trust.

### **GENERAL DUTIES**

Carry out a share of supervisory duties in accordance with published rosters.

### **SCHOOL TEACHERS PAY AND CONDITIONS LEGISLATION**

Abide by the recommendations relating to teaching staff in the latest version of this document.