

Job Description

Job Title:	Head of Department - Art
Location:	Ormiston Sir Stanley Matthews Academy
Hours of work:	Full time as specified within the STPCD
Salary:	MPS/UPS + TLR2A
Reports to:	Director of Faculty/Line Manager
Responsible for:	Art

Purpose

- To be accountable with the Director of Faculty for the learning and achievement of all students following Art programs within the Academy.
- To provide high quality leadership and management for Art in liaison with the Director of Faculty.

Responsible for

- The vision for the Art subject teachers and the high aspirations for the achievement of every student in our academy.
- The motivation of the Art staff (teaching and support) and support to the staff in the creation of a highly effective team, particularly through your personal example.
- The development and sequencing of the curriculum and ensuring and assuring its successful implementation within the broader academy vision.
- Ensure that the breadth, depth and ambition of the KS3 curriculum(s) at least match those of the KS3 National Curriculum.
- To ensure that exam entries are correctly processed through the exams officer so that students sit the correct examinations.
- Adherence to the academy's rigorous procedures for recording, monitoring, analysing and acting upon a range of data including student attendance, punctuality, referrals and academic records from all subject areas to:
- Track student overall attainment and achievement on a regular basis;
- Identify when intervention is necessary, particularly in literacy, (e.g. when underachievement is identified, additional challenge is required and/or links needed to outside agencies); and
- Link this data to performance management through whole-class value-added analyses.
- Ensuring action is based upon the rigorous analysis of external and internal examination data from Key Stages 2 and 3, GCSE.
- High quality mentoring and coaching for the designated subject teachers regarding learning and teaching and curriculum planning and delivery, particularly those new to teaching.
- Ensuring that there is good discipline and orderly conduct within the designated subject area and to use behaviour data to help inform CPD within the department and to liaise with the pastoral team as appropriate.
- Create opportunities for the personal development of students in the department through visits, external speakers and general enrichment.

- Good curriculum links to primary schools, work based providers in the local community, and higher education colleges to ensure that the work of the department curriculum develops within the broader context of lifelong learning.
- Ensure that work is always set for classes when a member of the subject team is absent.
- Collaboration with the Director of Faculty/Line manager regarding:
 - The arrangements for the performance management and professional development of all members of the subject team
 - The Academy's arrangements for quality assurance and internal verification.
 - To oversee the arrangements for all subject related extracurricular activities, including off site visits.

Other considerations:

- To work in accordance with the role of teacher as defined
- Members of staff should, at all times, work within the framework provided by the Academy's policy statements to fulfil the general aims and objectives. To contribute to the co-curricular life of the Academy.
- To assist or lead in the organisation and management of related events and co- curricular activities
- To undertake such other duties as the Principal or his SLT may reasonably request
- To continue the roles outlined in this job description to the highest level.

This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

General responsibilities

If a recognised First Aider, to provide First Aid when needed.

To provide a high-quality service to students, parents, visitors and staff, working as a member of a team and providing cover and support to colleagues as required.

To make effective use of the Academy's technology and procedures, taking care to seek best value in activities that have a financial impact.

To maintain confidentiality of information acquired in the course of undertaking duties for the academy.

To strive to always uphold the values and ethos of the academy.

Performance management

All post holders are accountable through Ormiston Sir Stanley Matthews Academy Performance Management Policy.

Participate in the Academy's arrangements for professional development, quality assurance and internal verification.

Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents / carers, and the wider community.

Adhere to the principles expressed in the aims of the Academy and its mission statement.

Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.

Be a positive, collaborative team member.

Apply Academy policies in all aspects of the role.

Keep up to date with all aspects of the Child Protection Policy as it applies to the post.

Undertake any other duties commensurate with the post or as directed by the Principal.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Ormiston Sir Stanley Matthews Academy is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, the post holder is not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.

Equal Opportunities:

To promote equal opportunities in Education in order that all children and families will gain optimum benefit from the service provided.

To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

We promote diversity and want a workforce which reflects the population of Staffordshire. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary, to ensure the effective running of the Academy.

Signed:.....

Dated:.....