



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head of Creative Arts (Art and Design and Technology)
<b>RESPONSIBLE TO:</b>	Headteacher
<b>REPORTING TO:</b>	Deputy Headteacher

**OVERALL OBJECTIVES FOR THE POST:**

- Provide professional leadership and management for the mathematics curriculum area in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- To perform the functions of a school teacher as set out in the School Teachers' Pay and Conditions Document (STPCD)
- To meet the Professional Standards for Teachers'

Salary	MPR/UPR (Inner London) plus TLR2B
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead and manage the subject area</li> <li>• Be accountable for student progress and attainment levels within the subject area</li> <li>• Ensure that strategies are in place to maximise levels of progress and attainment in the subject area</li> <li>• Produce the Departmental SEF and Improvement Plan, monitor and evaluate its implementation and impact</li> <li>• Develop and enhance the practice of other members of staff in the subject area</li> <li>• Maintain a presence around the school to ensure that the highest standards of behaviour are upheld.</li> <li>• Contribute to discussions and decisions at Heads of Department/Academic Board Meetings</li> <li>• Maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment</li> </ul> <p><b>Upper Pay Spine Expectations:</b> A teacher on the Upper Pay Spine is expected to demonstrate sustained and substantial contribution to the school. In addition, teachers on UPS 3 must provide a role model for others and demonstrate a unique contribution to the school, in particular an active role in coaching and mentoring with colleagues. Full criteria for UPR promotions are published annually in the School Teachers' Pay and Conditions Document.</p> <p><b>All teaching staff professional responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work within the School Teachers' Pay and Conditions document and undertake all the duties associated with the role of subject teacher</li> <li>• Teach as directed</li> <li>• Promote the Christian values of the school</li> <li>• Monitor, expect and improve progress in student learning</li> <li>• Participate in the pastoral management of the school as requested</li> <li>• Take part in appraisal procedures outlined in the agreed school policy</li> <li>• Take responsibility for own professional development</li> <li>• Be accountable for the progress and attainment of all teaching groups</li> <li>• Meet all the Teachers' Standards and maintain a level of performance in line</li> <li>• Lead staff supervisory duties as published</li> </ul>
<b>Teaching, Curriculum and Assessment</b>	<ul style="list-style-type: none"> <li>• To design an engaging and challenging curriculum that enables all students to enjoy the subject and make outstanding progress, supported by detailed schemes of learning which ensure consistency and coherence across the department.</li> <li>• To plan and implement strategies to improve teaching and learning within the department in order to meet the needs of all students.</li> <li>• To review and develop the curriculum, involving subject staff and students.</li> </ul>



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	<ul style="list-style-type: none"> <li>To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this information to staff.</li> <li>Ensure that all information in respect of student behaviour (both positive and negative) is recorded on SIMS.</li> <li>To lead assessment, reporting, recording and target setting across the subject area in accordance with whole school procedures.</li> <li>To ensure assessment data produced at each assessment point is accurate and standardised/moderated thoroughly.</li> <li>To ensure that all student data is understood, interpreted and utilised by all members of the department to modify planning, personalise support and put in place appropriate strategies for students who are not making good progress.</li> <li>To ensure that all internal assessments and any verification of such work as may be required by the Examination Boards are completed satisfactorily and in accordance with the timelines and assessment guidelines which are set by the relevant Exam Boards.</li> <li>To be responsible for all the necessary administration associated with examination entries and other school procedures.</li> </ul>
<b>Monitoring, Evaluation and Assessment</b>	<ul style="list-style-type: none"> <li>To monitor the effectiveness of teaching and learning within the subject area, through regular lesson observations, learning walks, work scrutiny and other data collection methods.</li> <li>To regularly review the progress and attainment of all students, groups and subgroups with team members and plan, implement and oversee support and interventions.</li> <li>To produce reports as required on student progress and attainment</li> <li>To lead appraisal and monitor the effectiveness and impact of appraisal arrangements across the department and respond as appropriate.</li> <li>To liaise with all appropriate personnel regarding support for student not making the required progress, including SENDCo, Senior Leader line manager, other members of the Senior Leadership Team as appropriate and parents/carers.</li> </ul>
<b>Staff Leadership and Development</b>	<ul style="list-style-type: none"> <li>To support the development and training of staff (teaching and support), by identifying their CPD needs and ensuring these are met.</li> <li>To establish a structure for mentoring, coaching and line managing staff in the subject area, including NQTs and Trainee Teachers</li> <li>To ensure effective induction of new staff in line with school procedures</li> <li>To support other members of the department in carrying out their appraisal duties and to monitor the effectiveness and consistency of appraisal arrangements within the team</li> <li>To promote teamwork and to motivate staff to ensure effective relations</li> <li>To support and challenge team members, particularly in circumstances when they are underperforming.</li> <li>To organise effective team meetings with relevant agendas centred on teaching and learning and improving attainment and progress with a particular emphasis on SEND, Pupil Premium, Most Able and those students not making appropriate progress towards meeting their targets.</li> </ul>

### EQUAL OPPORTUNITIES:

Demonstrate and share in the school's commitment to equalities and inclusivity.

### SAFEGUARDING:

It is the post holder's responsibility to promote and safeguard the welfare of children and young people with whom he/she comes into contact and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safeguarding or welfare of children in the school he/she must report any concerns to his/her Line Manager or the School's Designated Safeguarding Lead..



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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.

**Disclosure level- Enhanced DBS**

### **HEALTH AND SAFETY:**

Be aware of the responsibility for Personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Cooperate with the employer on all issues to do with Health, Safety and Welfare and fully comply with the Health and Safety Policy of the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work commensurate with its level of responsibility that is not specified in this job description.

### **Development and Review of Job Description:**

This job description may be amended at any time following discussion between the Headteacher and post holder.

**Name of Postholder:**

**Signature:**

**Date:**

**Headteacher:**

**Date:**