**Job Description**

**Role: Head of Art**

**Reporting to: Assistant Head**

Heads of Art should make a positive contribution to the school by generating enthusiasm for the work within their department, building good relationships with colleagues, parents and students and encouraging and establishing high standards in the teaching and learning.

**Overall responsibilities include:**

* Establish professional standards with a high degree of consistency in planning and marking of work.
* Continual promotion of the subject in the school.
* Review and develop schemes of work, monitoring standards of teaching and learning in the department
* Monitoring progress of students
* Keeping abreast of current educational developments within the subject
* Running extra-curricular activities

**Specific tasks and responsibilities**

* Leading the department, driving the excellence within the classroom
* Hold regular departmental meetings to facilitate day-to-day
* Responsible for the departmental budget
* Analysis of examination results with clear communication to the Head as appropriate
* Work with other Heads of Department within the school
* Develop and appraise team members within the department
* Oversee assessment, marking and feedback policy
* Analysis of and responsibility for pupil progress in department
* Advising students on Higher Education and career opportunities in the subject.
* Supervise arrangements for coursework, keeping student records and preparation of internal and external examinations.
* Oversee setting of work by absent staff and provide emergency arrangements when requested
* Complete all day-to-day administration
* Responsible for subject area, ensuring wall displays are up to date and in order around the school.
* Responsible for departmental equipment and ensuing all H&S measures are implemented in respect of equipment.
* Liaise with Head of Junior School and Junior School staff on art curriculum to ensure continuity between Junior and Senior School.

**General Responsibilities**

* Ensure all duties carried out in accordance with Health and Safety regulations with regards to child protection and safeguarding
* Continuous training and development to ensure progress of the post
* Undertake any other responsibilities as determined by the Head
* Attend and participate in appropriate meetings with colleagues and parents
* Attend and contribute to whole school events e.g. Open Mornings, Summer Celebration etc
* Provide cover and examination assistance as required
* Be a Form tutor

The school is committed to all safeguarding and promoting the welfare of children and young people and all staff and volunteers are subjected to full safeguarding procedures including DBS.

This job description is not an exhaustive list of all duties and responsibilities. The role may differ to what is outlined in the job description and other duties with this level of responsibility could be permanently or temporarily assigned as part of the job. It is subject to review in line with the development of the school.

**MARKETING, COMMUNICATIONS AND EXTERNAL ENGAGEMENT**

* Continue to develop and build on the admissions strategies for recruitment and retention of Junior School pupils.
* Together with the Head of Pre-Prep, develop and maintain good relationships with feeder nurseries and local schools.
* Work with the Marketing Team to continue to enhance the events, resources and procedures for the promotion and marketing of the Junior School.
* Develop and cultivate strong relationships with current and prospective parents; ensure excellent communications and customer service between the school and the parent body; promote the school’s family ethos.
* Deal effectively and positively with any complaints with the overall aims of quality assurance and parental satisfaction.

**LEADERSHIP OF TEACHING, LEARNING AND THE CURRICULUM**

* Pro-actively promote girls-only education and of teaching and learning strategies that focus on girls and how they learn best.
* Maintain an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and good behaviour across the school.
* Support and develop a rich curriculum ensuring a breadth of academic, co-curricular and enrichment activities and innovate when appropriate.
* Sustain, and continue to enhance, a culture of challenge and support where all students can achieve success, become engaged in their learning and feel valued.
* Demonstrate and articulate high expectations for teaching and learning and contribute to the teaching programme.
* Determine, organise and monitor the academic curriculum and co-curricular programme, including sports, drama, art and music. Assess performance and ensure that all statutory requirements are met.
* Work with the Head of Key Stage 3 to develop and articulate a vision for a seamless transition of education to the Senior School for students in Year 6.
* Act as a role model for students, support their co-curricular activities in clubs, sports, and the arts whilst celebrating their individual efforts.
* Maintain a consistent and continuous focus on students’ achievement using an effective assessment framework, data recording, benchmarks, and feedback to monitor progress in each individual’s learning.
* Ensure that the highest standards of professional performance are met through inspirational teaching and a commitment to additional enrichment activities.
* Instigate and maintain effective strategies for staff induction, professional development, leadership experience and performance reviews. Participate in his/her own development training.

**PASTORAL LEADERSHIP**

* Uphold the family ethos of the Maynard and the warmth of the relationship between staff and students via a supportive and nurturing environment.
* Develop, implement, and monitor pastoral policies, structures, and procedures so as to deliver the highest standards of pastoral care within the Junior School.
* Provide effective planning and delivery of an age appropriate PSHE/RSE curriculum and other opportunities to educate students in these areas.
* Create a culture of encouragement, inclusiveness, and respect for others, whether within or outside the school community.
* Maintain effective partnerships with parents to support the students’ wellbeing and personal development.
* Promote the emotional wellbeing of students as a priority within the school community and work collaboratively with relevant external agencies where appropriate.

**MANAGEMENT OF THE JUNIOR SCHOOL**

* Ensure effective strategies, policies and practices are maintained to manage the financial, human and physical resources of the Junior School successfully and ensure compliance with all regulatory and statutory requirements.
* Work with the School Finance Manager and other members of the Senior Leadership Team to ensure the appropriate deployment and management of all resources (financial, human and physical) across the Junior School in support of the overall vision and plans.
* Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
* Continue a coherent administrative and support structure to ensure that operational matters are dealt with efficiently and effectively in order to improve the quality of learning and teaching at the school; secure efficiency and value for money.
* Review regularly the Junior School environment, premises, facilities and resources to determine if they continue to support the academic, co-curricular, cultural and social objectives and ambitions of the school, and work with the Finance Manager and the Head to establish renovation and enhancement priorities.
* Work with the Senior Leadership Team to prepare the school for ISI compliance and educational quality inspections and oversee the process to deliver the best possible outcomes.
* Keep abreast of current and emerging trends and developments within both the maintained and independent educational sectors and assess their impact on the school.
* Ensure that the Junior School maintains legal and regulatory compliance, that risks are monitored and mitigated, safe recruitment procedures are in place and are followed and that the health and safety of all members of the school community is safeguarded and prioritised.

**PERSON SPECIFICATION**

**The successful candidate will display most or all of the following qualifications, experience and attributes:**

**Qualifications and Experience**

* Degree from a good university with qualified teaching status.
* Demonstrable leadership experience gained at middle management level or above.
* Substantial and successful teaching experience and experience of curriculum development.
* Evidence of continuing professional development.
* A strong commitment to the academic, personal and social development of students, understanding the needs and concerns of their age group and having a natural empathy with them.
* Experience of developing, implementing and monitoring strategic plans in support of the aims, mission and values of a school.
* Demonstrable experience of engaging and building relationships with the whole school community, both internally and externally.
* Knowledge of marketing and recruitment in the education sector.
* Experience of effectively managing human, financial and physical resources.
* Experience of leadership and management of staff and developing an open, inclusive and supportive working environment and culture.
* Experience of the full range of staff management processes eg. recruitment, continuing professional development, retention and performance management.

**Knowledge, Skills and Abilities**

* An in-depth understanding of all the key education issues and developments, from EYFS to Key Stage 2.
* Excellent decision-making and problem-solving including evidence of having dealt successfully with a range of challenges.
* Strong financial and resource planning skills.
* Excellent digital skills with an understanding of the increasingly prominent role technology has to play in education.
* A strong understanding of the responsibilities in relation to safeguarding and a clear commitment to delivering best practice in both pastoral care and safeguarding.
* Sound knowledge of the relevant regulatory and inspection frameworks in an independent day school for girls.

**Personal Attributes:**

* A profound passion for girls’ education with a vision that reflect that of the school.
* Empathy and commitment to independent education.
* Articulate communicator (oral and written) with exceptional networking and interpersonal skills.
* An approachable team leader with the ability to empower and nurture the individual; an ability to prioritise and delegate effectively.
* A selfless, empowering and collaborative approach to management, building trust, inspiring confidence and creating capacity in others.
* Displays energy, dynamism and an optimistic outlook with the courage to innovate.
* An ability to address difficult issues, deal sensitively with conflict and take difficult decisions, together with the capability to communicate the rationale for decisions both sensitively and clearly.
* Considered in taking action and calm and collected under pressure.
* Ability to work with conflicting demands and timescales.
* Open, participative and collegiate by nature, receptive to new ideas with an ability to listen, consult and discuss.
* Excellent judgement, integrity and sense of fairness.
* Self-awareness and the ability to reflect on personal strengths and areas for improvement, whilst remaining considerate to the needs of others.
* Impeccable role model, sets high standards for self and others.
* Able to demonstrate adaptability, empathy, compassion and a very good sense of humour!

Whilst this job description summarises the main responsibilities, it is by no means exhaustive and it is anticipated the role will evolve to suit the particular strengths of the candidate and the future needs of the Art Department.