**Job Description**

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| **Post:** | **Head of Art and Design** |
| **Salary/Grade:** | **NSP 1 – 9 + Responsibility Allowance C1 £5,159.99 to C3 £8,391.77** |
| **Responsible to:** | **Assistant Principal: Higher and Adult Education and Practitioner Research Lead** |
| **Main purpose of the post:** | **To ensure leadership and management across the department is of the highest quality, ensuring excellent Student experience and outcomes through highly effective teaching, learning, assessment and extra-curricular activities.** |

**Main Duties:**

1. **Operational/Strategic Planning**
   1. To lead the department on all aspects of teaching, learning and assessment.
   2. To lead on all aspects of quality assurance, the setting and meeting of standards in the department’s annual self-assessment report and action plan in line with the College’s strategic planning and quality assurance procedures.
   3. To line manage staff in the department, supporting colleagues to ensure excellent student experience and outcomes for all.
   4. To lead the planning and strategic development of the department in support of the strategic development of the College.
   5. To liaise with SLT on all aspects of provision in the area and to be an active and committed member of the College’s middle leadership team, engaging fully in all aspects of cross College curriculum management.
2. **Teaching**
   1. To lead and organise learning experiences, either directly through exemplary teaching, or indirectly, through the management of learning and assessment in the department, taking into account the range of ability and prior achievement of students within a class set and the individual learning needs of students.
   2. Use a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.
   3. Fully adhere to the College teaching, learning and assessment policy and procedures.
   4. Fully utilise teaching time to support students and liaise with Pastoral and Inclusive Learning Support teams.
   5. Make effective use of resources and learning technologies appropriate to the subject matter or skills being taught.
   6. Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues.
3. **Curriculum Development**
   1. Lead curriculum development, planning and diversification in the subject area.
   2. Lead on extra-curricular and enrichment activities across the department.
4. **Staffing**
   1. Lead the department team to work collaboratively and share good practice.
   2. Work flexibly providing cover for absent colleagues when required.
   3. Participate in continual professional development and coaching and mentoring to enhance subject knowledge and share and transfer good practice.
   4. Support the continual professional development of members of the team to enhance their subject knowledge and expertise.
5. **Students**

**Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

**Discipline**

* 1. Take responsibility for promoting good standards of behaviour and conduct in students across the department by implementing and monitoring and reporting breaches of the Student Conduct, Behaviour and Entitlement Policy.

**Support for Students**

* 1. Work collaboratively with pastoral and inclusive learning support teams to ensure that all students, regardless of ability, receive the support they need to achieve their potential.

**Student Involvement**

* 1. Respond to student voice by adapting approaches to teaching, learning and assessment to meet individual student needs.
  2. Provide students with subject-specific support in line with their Individual Learning Plans.
  3. Produce reports and references for students periodically and attend parents’ evenings.
  4. Monitor and review student progress in line with the College’s student tracking systems and make appropriate interventions as and when required.

1. **Quality Assurance** 
   1. Lead quality assurance processes across the department, seeking to continually improve standards.
   2. Write the Self-Assessment Report and Quality Improvement Plan for the department.
   3. Participate in the College’s Appraisal system, lead meetings with the department team and also have an annual review meeting with your line manager.
2. **Equality and Diversity**
   1. Create a purposeful, positive and supportive teaching environment, sensitive to equality, diversity and inclusion.
3. **Management Information and Administration**
   1. Manage and monitor student attendance in lessons.
   2. Manage and monitor work set, marks obtained and student commendations or concerns across the department, using the College’s student tracking system.
   3. Ensure all data usage and storage complies with the College’s GDPR policy.
4. **Communications**
   1. Attend College events, briefings and meetings as part of the College schedule e.g. interview evenings, parents’ evenings, open events.
   2. Use the College’s systems, policies and procedures to communicate issues as required.
   3. Use the College student tracking system to flag student concerns and commendations.
   4. Work collaboratively with the College pastoral and inclusive learning teams in the best interest of students.
5. **Marketing and Liaison**
   1. Contribute to the marketing and promotional activities of the College and the department.
   2. Participate in systems for the recruitment and induction of students.
6. **Management of Resources**
   1. Manage teaching and learning resources appropriately and to best effect.
   2. Manage the physical and virtual departmental resources and ensure these are of the highest standard.
7. **Other**
   1. Contribute to the College mission and ethos and support the aims and objectives of the College.
   2. Follow and comply with the College’s policies and procedures and take responsibility for the duty of care across the department in terms of Health & Safety.
   3. Undertake any other duties of an equal nature as assigned by the Centre Principal or her designated alternate.