

## **Job Description for Head of Art & Design Technology**

- To ensure all teaching and student progress is securely good across the faculty
- To ensure attainment and achievement of students across key stages 3 & 4 (and key stage 5 in future) is in line with whole school targets
- To establish, formulate and implement faculty vision, aims and objectives in accordance with the school's priorities and policies.
- To lead and manage staff in the faculty including those with responsibility for the different key stages by holding regular meetings with the team and with post holders.
- To build an effective team and foster a culture of collaboration.
- To ensure there are a number of extra-curricular activities on offer within the faculty across all key stages
- To be responsible for implementation of agreed curricula at key stages 3 & 4 (and 5 in future) and oversee the development of schemes of work and programmes of study at each key stage.
- To be responsible for staff professional development in the faculty in line with the subject needs and whole school priorities, including oversight of NQT and trainee mentoring.
- To monitor and evaluate all aspects of learning, teaching and assessment within the faculty, ensuring the effective use of tracking and progress data to maximise student attainment and achievement.
- To organise after school, Saturday and holiday classes as required and to support attendance to such classes.
- To oversee examination entries for Art & Design Technology including both internal and external examination arrangements in liaison with the examinations officer.
- To develop the full range of retention and recruitment strategies to maximise the number of students taking Art & Design Technology at key stage 5 and to support all transition opportunities between key stages
- To be responsible for student behaviour within the faculty and support staff in addressing concerns and following the policy for referrals as required.

- To be responsible for the effective deployment of resources and finance within the faculty.
- To represent the school and faculty at meetings with external consultants, the LA and other schools as required.
- To attend the Local Authority head of department/faculty meetings.
- To liaise with colleagues in the school to ensure optimal use of ICT and other curricular resources as required.
- To oversee the involvement of the team and writing of the faculty development plan and faculty self-evaluation, in line with school policy.
- To be involved in review of faculty and whole school practices including presentations to the governing body.
- To fulfil any other duties reasonably required by the Head Teacher.

All staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.