



Job description: Head of Art

Job details

Salary: (Inner London) M1-UPS3 dependent on experience

Hours: 32.5 hours per week

Contract type: Fixed-term

Reporting to: Assistant Headteacher

Responsible for: Art Department

Main purpose

The Head of Art will provide strategic leadership and management of the Art department for KS3 and KS4, ensuring high standards of teaching, learning, and achievement. The postholder will lead curriculum planning, assessment, and enrichment to inspire students' creativity and support their academic and personal development.

Duties and responsibilities

Leadership and management

- Develop and implement a vision for the department that aligns with the school's ethos and strategic direction
- Lead and manage the department to achieve excellent outcomes for students
- Oversee curriculum planning, development, and delivery to ensure a broad and balanced provision, meeting the school and national standards and exam board requirements
- Line manage and support teaching staff, including performance management, and professional development
- Promote teamwork and ensure effective communication within the department
- Foster a collaborative and supportive team culture while prioritising staff wellbeing
- Monitor and evaluate the effectiveness of teaching and learning, implementing improvements where necessary
- Lead the department's response to changes in educational policy and curriculum developments

Resource and budget management

- Manage departmental resources efficiently, ensuring value for money
- Oversee the department's budget, prioritising spending based on strategic needs
- Ensure learning environments are well-maintained, equipped, and conducive to learning
- Develop and implement a structured approach to resource allocation and expenditure planning

Teaching and learning

- Ensure high-quality teaching through lesson observations, feedback, and coaching
- Foster a culture of continuous professional development and innovation in teaching
- Support staff in delivering differentiated and inclusive lessons that meet the needs of all students
- Use assessment data effectively to track student progress and identify areas for improvement



- Promote and embed assessment for learning strategies across KS3 and KS4 Art
- Set high expectations for student attainment and progress within the subject area
- Promote a positive learning environment that encourages engagement and success
- Ensure all students are well-prepared for public examinations and develop strategies to support both underperforming and high-achieving students
- Implement whole-school SEND support strategies to ensure inclusivity in learning

Pupil development

- Identify and support underperforming pupils with appropriate intervention plans
- Promote pupil achievements, career opportunities, and subject-related extracurricular activities
- Maintain high standards of behaviour and discipline, creating a safe and engaging learning environment
- Support pastoral care by acting as a form tutor if required, contributing to student welfare
- Liaise with pastoral staff to support students' academic and personal development

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, both within and outside school
- Maintain high standards of attendance, punctuality, and professional appearance
- Act within statutory frameworks outlining professional duties and responsibilities
- Participate actively in school events, extracurricular activities, and wider school initiatives
- Undertake supervision, cover, and invigilation duties as required
- Engage in continuous professional development and participate in staff training and appraisal procedures

Safeguarding and pastoral care

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies to promote the safeguarding of all pupils' in the school
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Contribute to the pastoral care system by acting as a form tutor, or an active member of a year group, supporting students' personal and academic development.
- To carry out his/her responsibilities at all times with due regard to The school's policy, organisation and arrangements for Health & Safety at Work
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;

General Requirements

- Communicate departmental objectives, initiatives, and curriculum matters to staff, students, and parents
- Provide accurate departmental information and reports for school management and external stakeholders



- Promote the subject within the school and the wider community through events, newsletters, and online platforms
- Ensure effective communication between the department and senior leadership, governors, and parents

The Head of Art will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of Art will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>Essential:</p> <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Degree in in Art or a related subject <p>Desirable:</p> <ul style="list-style-type: none"> • Further professional leadership training or qualifications
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Successful teaching experience in Art at KS3 and KS4 • Experience of raising attainment and improving student outcomes • Experience of curriculum planning and assessment design <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of leading a department, subject area, or team
Skills and knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Excellent subject knowledge in Art and knowledge of current curriculum requirements • Ability to motivate, inspire, and support colleagues and students • Strong organisational, analytical, and planning skills • Effective use of data to inform teaching and departmental strategy
Personal qualities	<p>Essential:</p> <ul style="list-style-type: none"> • Commitment to the school's values, high expectations, and inclusive ethos • Ability to work collaboratively and communicate effectively with staff, students, and parents • Enthusiasm, creativity, and resilience • Commitment to safeguarding and promoting the welfare of students