Job Title | Head of Department - Art
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Salary Scale | Main Pay Range / Upper Pay Range + £4,310 TLR
Working time | 195 days a year (Full Time)
Responsible to | Principal
Location | Jane Austen College, Norwich

ORGANISATIONAL RELATIONSHIPS
Responsible to the Principal.
Direct liaison with a range of stakeholders including teachers, parents, students, governors and other Inspiration Trust staff.

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES
- To lead on the development of new ways of thinking about the curriculum and teaching and learning to develop student expertise in the subject.
- To lead the key subject areas in understanding and developing high quality and innovative provision within a world-class curriculum and excellent teaching.
- To ensure that our high standards are applied consistently across the Team in terms of the:
  - Smooth day-to-day running of the College;
  - To ensure all staff are aware of all College policies; and
  - Implementation of the quality assurance procedures for the department and subject.
- To support strategic development, share good practice and plan and deliver enrichment opportunities beyond the College for the benefit of our students.
- To present the College and its partners positively both within and beyond the College.
- To develop the vision for teachers of the subject and the high aspirations for the achievement and personal development of all students in our College.
- Ensuring that the teaching of the subject is excellent.
- Providing high quality leadership to create an effective team.
- High quality leadership to ensure the overall quality and coherence of teaching schemes for the subject.
- Effective liaison with the SLT to ensure that procedures are undertaken for recording, monitoring analysing and acting upon a range of data including student attendance, punctuality, referrals and academic records from all subject areas to enable teachers of the subject to:
  - Track student overall attainment and achievement on a regular basis;
  - Evaluate the quality and appropriateness of students’ overall negotiated individual learning plans; and
  - Identify when intervention is necessary (e.g. when underachievement is identified, additional challenges are required and/or links needed to outside agencies).
The assurance that the College Quality Assurance procedures are undertaken rigorously by the department team.

Effective liaison with the SLT, and SENDCO to ensure coherence across the College in strategies used to improve the key subject skills of all students.

Responsible for the smooth day to day running of the subject team.

Ensure the subject team adhere to all Trust Policies.

In cooperation with the SLT to deliver high quality mentoring and coaching to the teachers of the subject regarding learning and teaching, the structure and delivery of the curriculum and care, welfare, guidance and support.

Sound financial management within the budgets that have been set for the subject.

Effective partnership relationships with outside agencies providing support for the subject.

The line management arrangements for the performance management and professional development of all members of the subject team.

Undertaking any other professional duties, which are reasonably delegated to her/him by the Executive Principal, Principal or the Governing Body.

**PERFORMANCE MANAGEMENT**

Participating in the Trust’s arrangements for performance management, professional development and the Trust’s arrangements for quality assurance and internal verification.

**CONTEXT**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

**MISCELLANEOUS**

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust’s Equal Opportunities Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.
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<tr>
<th>PERSON SPECIFICATION</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>Qualifications</strong></td>
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<td>First degree or equivalent – QTS</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>Successful subject experience as a teacher and manager in education in a secondary school</td>
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<td>Successful involvement in performance management, self-evaluation process and data analysis as an aid in personal and team improvement, development and change</td>
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<td>Proven practice in leading, motivating and supporting staff to achieve high standards</td>
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<td>Evidence of effective design and implementation of initiatives for raising student attainment and improving the quality of teaching and learning strategies</td>
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<td>Successful experience in leading and managing pedagogic changes at department level</td>
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<td><strong>Professional Skills and Attributes</strong></td>
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<td>A proven leader and educational strategist, passionate about teaching and learning</td>
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<td>Ability to develop a high quality, academic curriculum that exceeds the needs of its students</td>
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<td>Committed to raising standards of achievement through innovative practice</td>
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<tr>
<td>Committed to raising standards of teaching and learning through innovative and collaborative practice.</td>
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