



### Job Description

Role Title	Typically reports to	
Curriculum Leader Art and Design	Assistant Headteacher	
JE Code	Grade	Date of profile
	TLR 2c	April 2024

#### Purpose of the role (job statement)

The Curriculum Leader should be an exemplar of both leadership and teaching skills and lead the improvement of curriculum design and implementation across the curriculum area through effective support, monitoring and evaluation of colleagues.

The Curriculum Leader will work to develop both the strategic vision for Art and Design across the school alongside a clear plan on how this can be successfully implemented and monitored.

Main purpose of the job:

- To uphold the vision and aims of the school.
- To work cooperatively with, and in support of, all adults in the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.
- To raise standards of student achievement within the Art and Design curriculum area (KS3, KS4 and KS5) and to monitor, support and ensure student progress.
- To develop and enhance the teaching practice of others within the area to ensure outstanding teaching and learning.
- To ensure the provision of an appropriately broad balanced, relevant and appropriately differentiated curriculum is available for students in Art and Design.
- To be accountable for student progress, attainment and development of KS3, KS4 and KS5 within the curriculum area, including extra-curricular provision.
- To be accountable for leading, managing and developing the curriculum area and extra-curricular activities.
- To effectively manage and deploy teaching and support staff. To effectively manage financial and physical resources within the department.

#### Main Duties and Responsibilities: -

Duties and responsibilities in addition to the responsibilities of Class Teacher, as set out by the Class Teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

#### Leadership

- Responsibility for the quality of teaching and learning in the curriculum area.
- Monitoring staff performance.
- Development of effective teaching and learning strategies within the curriculum area.
- To draw up curriculum improvement plans which mirror the whole school improvement plan.

- To ensure the curriculum area is meeting whole school plans/initiatives.
- To organise and lead curriculum area meetings.
- To represent the department at Curriculum Leaders' meetings.
- To lead whole school developments alongside SLT.
- To provide regular feedback to SLT re: pupil performance/achievement and progress towards targets. Have effective strategies in place to ensure pupils meet targets and achieve in line with their abilities.
- Motivate, support, challenge and inspire colleagues to provide outstanding provision for our pupils, leading to outstanding outcomes.
- Use quality assurance methods to ensure all work associated with the role has the desired impact.
- Develop a coherent, shared vision for learning through teamwork, collaboration and sharing of best practice, ensuring a consistent approach to teaching.
- Seek out best practice through networks and research, to share with colleagues.
- To ensure high standards of student behaviour in subject lessons, supporting colleagues.
- To implement School Policies and Procedures, eg Equal Opportunities, Health and Safety etc.

### **Professional development of colleagues**

- Promote a culture of collaborative working within the Art and Design department.
- Maintain an awareness of new initiatives and national developments in education.
- Develop outstanding teaching and learning across the department and promote a culture of sharing good practice.
- Review examination courses offered to students annually.
- Ensure continual professional development of department staff.
- Accountability for the performance management of department staff.
- Prepare and run professional development courses for staff.
- Design programmes of support for individuals as and when required.
- Keep colleagues up to date with developments in best practice identified through networks and research.

### **Professional development of self**

- Be proactive in seeking out networks and research in order to identify best practice and latest developments.
- Develop coaching skills and abilities.

### **Supporting pupil attainment and achievement**

- Support or lead strategies for accelerating the progress for all pupils and for particular individuals or groups of underachieving pupils with a focus on disadvantaged students.
- To use local and national statistical data and other information to provide a comparative baseline for evaluating learners' progress and attainment as a means of judging the effectiveness of the interventions or strategies and as a basis for improving teaching and learning.
- To monitor and assess the effectiveness of learning activities and provide timely and constructive feedback to support pupils' learning.
- Use data analysis to identify trends in attainment and to identify individuals/groups that are under attaining or are at risk of doing so. Identify patterns of attainment.



### **Quality Assurance**

- Monitor the quality of teaching and learning across the Art and Design department through lesson observations and the scrutiny of students' work.
- Review colleagues' planning and provide effective feedback to inform professional dialogue.
- Actively promote a culture of sharing 'good practice' across the department.
- Evaluate schemes of work to ensure they focus on consistently high quality first teaching and learning and effective assessment of student progress.
- Actively promote independent learning across the Art and Design department.
- Establish effective coaching and mentoring within the department.
- To help implement college quality procedures and to adhere to those.
- To contribute to the process of college self-review in line with agreed college procedures, including evaluation against quality standards and performance criteria.

### **Other Specific Duties**

- To support the college in meeting its legal requirements for worship.
- To actively promote the college's corporate policies.
- To continue your own personal development as agreed.
- To comply with the college's Health and Safety policy and undertake risk assessments as appropriate, including in relation to visits off-site.
- To undertake supervisory duties as outlined in the annual schedule.
- To organise for appropriate work to be done by students for known absences from duty.
- To undertake any other duty specified by STPCD not mentioned in the above.



**Person Specification**

Area	<p align="center"><b>Criteria</b></p> <p align="center"><b>Requirement - E = Essential - D= Desirable</b></p> <p align="center"><b>Assessment by Application =A Interview process = I</b></p>	R	A
<p align="center"><b>Skills Knowledge Aptitudes</b></p>	<ul style="list-style-type: none"> <li>● Knowledge of current educational developments within Art and Design.</li> <li>● Ability to use comparative data to establish benchmarks, target resources and raise achievement.</li> <li>● Experience of working with staff to develop practice and raise standards.</li> <li>● Experience of leading and developing a curriculum area or Key stage</li> </ul>	E E D D	A I A I A I A I
<p align="center"><b>Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>● Qualified Teacher Status</li> <li>● Good degree</li> <li>● Relevant leadership qualification</li> </ul>	E E D	A A A
<p align="center"><b>Experience</b></p>	<ul style="list-style-type: none"> <li>● Excellent classroom practitioner with evidence of impact at all Key Stages</li> <li>● Proven track record of good examination outcomes at KS4</li> <li>● Excellent behaviour management</li> <li>● A good understanding of current thinking about curriculum design.</li> <li>● Experience of lesson observations and giving robust feedback</li> <li>● Knowledge of the uses of ICT as a teaching and learning tool</li> <li>● An effective communicator – verbal and written, to individuals, and groups.</li> <li>● Able to foster an open, fair and equitable culture, enthuse and motivate people</li> <li>● Experience of leading innovative curriculum development</li> <li>● Taught (preferably across the ability range) at KS3, 4 and 5.</li> <li>● Using ICT in teaching</li> <li>● Excellent record of attendance and punctuality.</li> <li>● Experience of sharing good practice so that classroom practice develops.</li> </ul>	E  E D  E  E E E  E D  D  E D D D	A I  A I A I  A I  A I A I A I  A I  A I  A I A I A I A I
<p align="center"><b>Disposition</b></p>	<ul style="list-style-type: none"> <li>● Passion for teaching and learning</li> <li>● Totally professional at all times</li> <li>● Reflective and self-evaluative</li> <li>● Commitment to working with students of all abilities and all backgrounds.</li> <li>● Excellent organisational and time management skills and an ability to prioritise.</li> <li>● A thorough knowledge and understanding of how children learn, develop and progress through life stages and events</li> <li>● Commitment to modelling and living out the college values of aspiration, care, community, integrity, perseverance and respect</li> </ul>	E E E  E E  E E	A I A I A I  A I A I  A I A I
<p align="center"><b>General</b></p>	<ul style="list-style-type: none"> <li>● Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools.</li> <li>● Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil.</li> <li>● Good understanding of and commitment to child protection procedures</li> <li>● Be prepared to develop and learn in the role</li> </ul>	E  E  E E	A I  A I  A I A I



## Conditions of Service

National Joint Council

<b>Signature of post holder</b>		<b>Date</b>	/ /
<b>Signature of headteacher</b>		<b>Date</b>	/ /

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.