

Holy Family Catholic School & Sixth Form

Job Description – Lead Teacher for Art & Photography (TLR 2b)

Responsible to: Head of Faculty and Headteacher

Core responsibilities:

- To lead and manage the Art and Photography department within the faculty of Art, Design and Technology
- To improve outcomes for students in art and photography
- To make a significant contribution to the life and development of the school
- To line manage and develop teachers of Art/Photography
- To embed excellent pedagogy within Art and Photography
- To monitor, evaluate and improve the work of the department
- To ensure that resources are managed effectively and with an eye to best value

Specific Responsibilities

1. Introduction

This appointment is with the Governors of Holy Family Catholic School under the terms of the Catholic Education Service contract signed with the Governors as employers.

2. Vision, Strategic Direction and Development

The **lead teacher for art and photography** works with the Head of Faculty (Art, Design & Technology) to develop a vision and strategic outlook for the department, analyse the needs of the department and formulate curriculum plans

Key Tasks

- To develop and share a clear vision for Art and Photography education at the school.
1. To work with the Head of Faculty and SLT in formulating, updating and reviewing departmental policies and ensuring their implementation and effectiveness.
 2. To ensure and agree the production of a Departmental Development Plan (DDP)
 3. To ensure that the department's structure, resources and administration clearly support its vision and the objectives outlined in the DDP.
 4. To implement the Governing Body's equal opportunities policy.
 5. To motivate and inspire staff and students, taking a personal interest in their well-being and development, "recognising the uniqueness of each and the equality of all".
 6. To monitor, evaluate and report on academic achievement of all students in Art and Photography
 7. To monitor, evaluate, report on and review the effect of policies, priorities and targets and take appropriate action.

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3. Leading Teaching and Learning

Key Tasks

1. To determine, organise and implement a curriculum that:
 - Meets statutory requirements, including the National Curriculum.
 - Follows the policies of the Governing Body.
 - Is inclusive for all the students at Holy Family, including those with Special Educational Needs
 - Engages all students and staff.
 - Provides for the spiritual, moral and cultural needs of our students.
2. To prepare and regularly update detailed schemes of work, ensuring that the requirements outlined above are contained therein.
3. To contribute to faculty meetings, helping to prepare agendas and minutes to be communicated to the line manager and all members of the department.
4. To support members of the department in their teaching and other duties.
5. In partnership with SLT, to monitor, evaluate and further develop means whereby:
 - Policies for learning and teaching, assessment, recording and reporting are effective.
 - The art and photography curriculum enables continuity of learning and can be seen as a coherent whole.
 - Good practice is celebrated and shared.
 - Data and assessment information are used effectively to inform future teaching, to motivate students and to inform parents.
6. To ensure accuracy of entries for examinations and that this information is shared with all students and Art and Photography teachers.
7. To ensure that robust systems are in place to check the accuracy of their marking.
8. To ensure that the highest possible standards of student behaviour are expected and enforced by all staff across the department, in accordance with the school's Behaviour Management policy.
9. To actively promote and encourage learning outside the classroom.

4. Leading and Managing Staff

Key Tasks

1. To lead, inspire, motivate, empower and support all staff in the department to achieve the highest possible educational standards for our students.
2. To assist SLT in determining the department's staffing and timetable structure.
3. To deploy and manage all staff appointed to the department in a manner that is reasonable and pursuant to their conditions of employment.
4. To assist the Headteacher and participate in the key task of selecting and appointing high quality teaching and non-teaching staff in art and photography as required.
5. To ensure/check that cover work is provided for absent teachers/support staff in the department.
6. Carry out the appraisals of staff in Art and Photography, in line with school policy, ensuring that the statutory arrangements for performance management of members of

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the department are adhered to, subject to the Governing Body's performance management policy.

7. Ensure Art and Photography staff meet high standards of work and conduct.

8. To identify and act upon training needs arising from:

- The performance management cycle;
- The school development plan;
- New initiatives and legislation;
- Self-evaluation

9. To effect and share good leadership and management practice, positive staff participation, transparent lines of communication and clear procedures.

5. Effective Deployment of Staff and Resources and Ensuring Value for Money

The lead teacher for Art and Photography will deploy staff and resources to best effect, ensuring value for money where appropriate and ensuring that the art areas are attractive environments for all those who learn and work within them.

Key Tasks

1. To allocate, control, monitor and account for those financial and material resources that are delegated to the Lead teacher for Art and Photography.

2. To ensure that the art areas are well maintained and safe, with particular regard to Health and Safety. The lead teacher for Art and Photography will report any issues to the School Business Manager.

6. Accountability

The lead teacher for Art and Photography is responsible for ensuring that all students at Holy Family benefit from the highest standards of teaching and have the best possible opportunities to achieve their potential, reporting to and liaising with parents/carers, SLT and the governing body as relevant and when required

7. Other Responsibilities

1. To teach 32-34 hours per fortnight.

2. To attend all relevant meetings, both within the school or with outside agencies/partners.

3. To ensure that there is a programme of extra-curricular activities run by the art department, monitoring attendance and effectiveness of any such provision.

4. To undertake duties expected of a member of the middle leadership team, such as 'on-call'.

5. The lead teacher of Art and Photography may be required to undertake the duties required of a form tutor.

7. Undertake from time to time, any other duties as directed by the Headteacher.

This post is subject to an enhanced DBS disclosure.

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Person Specification – Lead Teacher for Art and Photography

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • First Degree in relevant subject 	<ul style="list-style-type: none"> • Evidence of further study at Master's level or above
Experience	<ul style="list-style-type: none"> • Experience of delivering languages across all key stages • Proven track record of success in improving outcomes in languages • Evidence of initiative and introduction of new ideas 	<ul style="list-style-type: none"> • Experience of working in a London school
Skills	<ul style="list-style-type: none"> • Excellent classroom practitioner • Inspirational leader • Experience of line-managing others • Proficient with ICT • Good administrative skills including the ability to work under pressure and meet deadlines • Able to engage young people 	
Personal Qualities	<ul style="list-style-type: none"> • Good communicator • Unrelentingly, optimistic and enthusiastic • Determined and organised • Team player • Patient • Resilient • Keen to learn and develop • Sense of humour 	<ul style="list-style-type: none"> • Innovative • Ambitious and keen to develop career
Other	<ul style="list-style-type: none"> • Passionate about maximising young people's life chances • Committed to his/her own professional development • Supportive of the Catholic Ethos of our school • Up to date knowledge of good practice in relation to the safeguarding of children • Willingness to contribute to study support interventions and extra-curricular activities • High professional standards in dress, attendance and punctuality 	

September 2024

Postholder's signature _____ **Date** _____