



St Bede's Catholic High School

Curriculum Leader of Art (with Photography)

CV Description – MPR/UPS plus TLR 2.2

POST TITLE	CURRICULUM LEADER of ART
Purpose:	<ul style="list-style-type: none"> To promote the Catholic life and identity of the school. To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress To ensure the provision of an appropriately broad, relevant, challenging, spirals curriculum for students studying in the department, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school To support and lead the teaching/support staff working within the department. Effective management of financial and physical resources within the department to support the designated curriculum. To be involved in the extra-curricular life of the school
Reporting to:	SLT Line Manager
Responsible for:	Teaching staff and other relevant personnel within the department.
Liaising with:	Head/Deputy/SLT, other Curriculum Leaders, Pastoral Teams and relevant staff with cross-school responsibilities, relevant non-Teaching support staff, LA staff, and parents.
Working Time:	195 days per year. Full time
Salary/Grade	MPR / UPS + TLR 2.2
Disclosure level:	Enhanced
MAIN DUTIES	
Operational/Strategic Planning	<ul style="list-style-type: none"> To lead the development of appropriate curriculum, resources schemes of work, assessment (formative and summative) and teaching and learning strategies in the department The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and resources To monitor and follow up student progress. To implement School Policies and Procedures To work with colleagues to formulate aims, objectives and strategic plans for the department via the departmental development plan with reference to the needs of students and to the aims, objectives, and strategic plans of the school To contribute to the School procedures for professional development To monitor and evaluate the department in line with agreed school procedures including evaluation against the Teachers' Standards
Management Information:	<ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system (SIMS) To make use of analysis and evaluate performance data provided To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken To produce reports on examination performance, including the use of value-added data

	<ul style="list-style-type: none"> To provide the SLT and Governing Body with relevant information relating to the department's performance and development
Communication:	<ul style="list-style-type: none"> To ensure that all members of the department are familiar with its aims and objectives To ensure effective communication/consultation as appropriate with the parents of students To liaise with partner schools, local parishes, higher education, examination boards, awarding bodies and other relevant external bodies To represent the department's views and interests at Curriculum Leader meetings To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events To promote the development of effective subject links with external agencies
Management of Resources:	<ul style="list-style-type: none"> To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records To foster and implement application of ICT in Art, including the development of materials for learning To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager
Curriculum:	<ul style="list-style-type: none"> To liaise with the Assistant Headteacher (Curriculum) to ensure the delivery of an appropriately challenging, comprehensive, high quality and cost-effective curriculum To keep up to date with national developments in the subject area and teaching practice and methodology by engaging with academic research and wider reading To actively monitor and respond to curriculum development and initiatives at national, regional and local levels To be aware of the need to take responsibility for your own professional development and that of the Art team. To plan, organised, implement and review the Art departments contribution to the pupil's SMSC and the Catholic life of the school.
Staffing:	<ul style="list-style-type: none"> To promote teamwork and to motivate staff to ensure effective working relations To undertake appraisal and development reviews and to act as reviewer for a group of staff within the department To work with the Senior Leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate cover within the department To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures To participate in the school's ITT programme as appropriate To be responsible for the day-to-day management of staff within the designated department and act as a positive role model
Quality Assurance:	<ul style="list-style-type: none"> To ensure the effective operation of quality control systems To regularly review the Quality of Education within the Art team, supporting and developing teaching and curriculum development

	<ul style="list-style-type: none"> To undertake regular drop in's, work scrutiny and pupil voice to ensure that the curriculum is being followed and that policies are being implemented consistently across the department
Pastoral System:	<ul style="list-style-type: none"> To monitor and support the overall progress and development of students within the department To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
Teaching:	<ul style="list-style-type: none"> To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Other Specific Duties

- Engage with effective personal and professional development practices
- To engage actively in the appraisal process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.