



JOB DESCRIPTION

Post: Head of Art and Technology

Responsible to: Head, through Deputy Head Teaching and Learning

Primary Purpose

To plan the Creative Art, Design and Technology and Food Technology curricula for the whole school as Head of Faculty, personally teaching these subjects from Years 5 to 8.

Key Accountabilities

Leadership

- Promote a positive climate in which the school is always striving to review and improve its effectiveness and efficiency, visibly supporting the ethos, aims, and objectives of the school.
- Set an example of high professional standards and leadership, contributing actively and positively to team meetings and supporting the Senior Leadership Team and Middle Management Team to develop and maintain high morale and confidence among all staff.
- Inspire and motivate colleagues by setting an example of excellence and continuing professional development as one of the school's leading practitioners.
- Actively promote and maintain positive relationships with colleagues, parents and other schools.

Teaching and Learning

- Review and develop the Creative Art, Design and Technology and Food Technology curricula as Faculty Head, ensuring the principles of the St Peter's School Baccalaureate® are threaded throughout and embedded in practice and approach.
- Create and maintain a portfolio of evidence to demonstrate excellence across the Art and Technology Faculty.
- Deliver inspirational teaching of Creative Art, Design and Technology and Food Technology, primarily to pupils in years 5 to 8 working individually or in groups, seeking to motivate, support and stretch pupils to achieve their full potential.
- Work with other teaching staff to maximise children's progress in Creative Art, Design and Technology and Food Technology, assisting colleagues in planning, preparing and delivering a range of lessons, activities and clubs.
- Monitor and review pupil progress and attainment in Creative Art, Design and Technology and Food Technology, managing any concerns in a timely manner and liaising with other staff and parents as appropriate.
- Set and mark exams and assessments across Creative Art, Design and Technology and Food Technology as required.
- Provide regular feedback to pupils and their parents on effort, progress and attainment, including written reports and parents' meetings.

- Identify, design and deliver enrichment activities for the most able pupils, particularly those seeking Art or Technology scholarships at senior school, supporting them to develop the required portfolio of work and prepare for any assessments.

Essential Qualifications, Experience and Skills

- Secondary-trained specialist in Art and Technology.
- Experience of departmental or subject leadership.
- Excellent written and verbal communication, with both children and adults.
- Strong organisational skills, including prioritisation and finishing tasks to completion.
- Effective team-working, demonstrating loyalty and support to colleagues.
- Resilience and flexibility to manage diverse and conflicting demands on your time.
- Experience of introducing new initiatives such as competitions, exhibitions and enrichment days.
- Experience of running children's clubs and activities in Creative Art, Design and Technology (including Engineering and Robotics) and Food Technology (including Cookery).
- Experience of preparing children for exams and scholarships in Art and Technology, including portfolios of the highest standard.
- A keen interest in the local arts scene to facilitate topic enrichment through visiting artists/experts.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Additional Accountabilities for Head of Co-curricular (if appointed)

Primary Purpose

In addition to their substantive role accountabilities, the Head of Co-curricular will be responsible for the co-curricular programme of events, activities, clubs, trips and visits for the whole school.

Key Accountabilities

- Develop a regularly changing programme of events, activities and clubs throughout the school week to ensure that diverse and appealing opportunities are accessible to all pupils in the School to enrich their learning and enjoyment.
- Oversee the large number of trips and visits across the school, including residential and occasional overseas trips, ensuring a co-ordinated approach to scheduling and risk assessments.
- Organise the logistics, staffing and smooth-running of events, activities and clubs, ensuring that pupil attendance and registration is managed rigorously.
- Identify suitable external activity providers to deliver aspects of the co-curricular programme, acting as their primary point of contact whilst engaged at the school.
- Manage an assigned budget to ensure effective and affordable delivery of the full co-curricular programme, liaising with colleagues in transport, catering and faculties as required.
- Ensure the timely and effective publication of the co-curricular programme to pupils and parents, managing any queries and concerns that arise.
- Ensure effective communication between all stakeholders as required to deliver an effective co-curricular programme.
- Manage the House system, developing and overseeing the annual programme of inter-house events and competitions to ensure an appropriate balance of academic, sporting, musical, dramatic and artistic opportunities.