



# Chosen Hill School

## JOB DESCRIPTION

**JOB TITLE:** Head of DART Faculty (Art & Design Technology)

<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To raise standards of student attainment and achievement within the whole curriculum area of DART (Art and Design Technology) and to monitor and support student progress with overall accountability for student outcomes.</li><li>• To be accountable for student progress and development within the DART Faculty, including establishing and maintaining positive classroom learning climates.</li><li>• To support the Subject Leads in the faculty in the preparation and delivery of the examined courses.</li><li>• To develop and enhance the teaching practice of others across the faculty.</li><li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all students, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li><li>• To be accountable for leading, managing and developing the DART Faculty, its provision across the school and resources, including the extra-curricular offer.</li><li>• To effectively manage and deploy teaching/support staff, financial and physical resources within the Faculty to support the designated Social Sciences curriculum portfolio.</li></ul>
<b>Reporting to:</b>	Senior Leadership Team Line Link; the Headteacher
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the Faculty Team, including linked support staff team members.
<b>Liaising with:</b>	SLT; Subject Leads; Subject Teachers; relevant staff with cross school responsibilities, relevant non-teaching staff; External Agencies and Parents/ Carers
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	MPS plus TLR 1a
<b>Disclosure level</b>	Enhanced
<b>Date</b>	January 2023



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### MAIN (CORE) DUTIES

The specific duties and responsibilities pertaining to the Head of Faculty - are to be read in conjunction with all of the School's Protocols and Policies and the School's Personnel Handbook which should be complied with at all times.

#### Operational/ Strategic Planning

- To lead the development of appropriate specifications, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the DART Faculty, delegating phase responsibilities and cross faculty strands appropriately to other specialist faculty members.
- The day-to-day management, control and operation of course provision within the Faculty team, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress and outcomes.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the Faculty team which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Faculty and the School.
- To lead and manage the business planning function of the Faculty, and to ensure that the planning activities of the subject teams in the faculty reflect the needs of students within the subject areas, SSIP/Faculty DIP and the aims and objectives of the School.
- To link with the senior leadership team line manager to ensure that the work in the Faculty curriculum area fully reflects the School's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty area are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Co-ordinator and Health and Safety Officer.

#### Curriculum Provision:

- To liaise with the SLT Curriculum Lead to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme in the Faculty which complements the School Strategic Improvement Plan/School Self Evaluation.
- To ensure the development and delivery of all school cross-curricular strands, including Literacy, Numeracy, SMCS and Growth Mindset.



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	<ul style="list-style-type: none"> <li>• To lead and appropriately delegate curriculum development within the Faculty.</li> <li>• To keep up to date with national developments in the Faculty subject areas and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum developments affecting the Faculty and initiatives at national, regional and local levels.</li> <li>• To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<p><b>Staff Development:</b></p> <p><b>Recruitment/ Deployment of Staff</b></p>	<ul style="list-style-type: none"> <li>• To work with the Senior Leadership Team link to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To be responsible for the efficient and effective deployment of support staff and peripatetic teachers, as appropriate.</li> <li>• To undertake Teacher Appraisal Review(s) and to act as reviewer for a group of staff within the Faculty, supporting other faculty appraisers in the appraisal process cycle.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty liaising with the Cover Supervisor / relevant staff to secure appropriate cover within the faculty.</li> <li>• To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To participate in the school's ITT programme, as required.</li> <li>• To be responsible for the day-to-day management of staff within the faculty team and act as a positive role model.</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets across the faculty team and to work towards their achievement.</li> <li>• To establish common standards of practice within the faculty team and develop the effectiveness of teaching and learning styles in all areas within the faculty team.</li> <li>• To contribute to the School procedures for lesson observation.</li> <li>• To implement School quality procedures and to ensure adherence to those within the faculty team.</li> </ul>



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	<ul style="list-style-type: none"> <li>• To monitor and evaluate the curriculum areas/faculty in line with agreed School procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To ensure that the faculty team's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• 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.</li> <li>• To produce reports within the quality assurance cycle for the faculty team. To produce reports on examination performance, in line with the School's current data analysis systems and processes.</li> <li>• In conjunction with the SLT Data lead, manage the faculty's collection of data.</li> <li>• To provide the Governing Body with relevant information relating to the faculty's performance and development, as required.</li> </ul>

<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the faculty team are familiar with the faculty's aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as required.</li> <li>• To represent the faculty team's views and interests.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, eg the collection of material for press releases.</li> <li>• To lead the development of effective faculty 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.</li> <li>• To actively promote the development of effective faculty links with external agencies.</li> </ul>



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<b>Management of Resources:</b>	<ul style="list-style-type: none"><li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li><li>• To work with the SLT lead – curriculum, in order to ensure that the faculty team's teaching commitments are effectively and efficiently time-tabled and roomed.</li></ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"><li>• To monitor and support the overall progress and development of students within the faculty.</li><li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.</li><li>• To act as a Learning Mentor and to carry out the duties associated with that role as outlined in the generic job description.</li><li>• To contribute to EPS, citizenship and enterprise according to school policy.</li><li>• To ensure the School's Behaviour Management Policy is implemented in the faculty so that effective learning can take place.</li></ul>



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### Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher which are:
- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the specification.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, faculty and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### OTHER SPECIFIC DUTIES:

- To support the school in meeting its legal requirements for worship.
- 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.



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### **EMPLOYEE RESPONSIBILITIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- 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.
- 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.



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## HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

## SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to an enhanced DBS check as standard practice.

## VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : \_\_\_\_\_ (Postholder)                      Date: \_\_\_\_\_

Agreed : \_\_\_\_\_ (Line Manager)                      Date : \_\_\_\_\_

Agreed : \_\_\_\_\_ (Headteacher)                      Date : \_\_\_\_\_

January 2023