



## **Hurlingham School**

### **Job Description 2024-25**

**Job Title:** Head of Art (part-time role 0.6)

**Accountable to:** Deputy Head Teaching, Learning and Innovation, Head

### **KEY RESPONSIBILITIES:**

#### **General responsibilities and duties**

- To promote a culture within the department and wider school that encourages positive attitudes towards Art.
- To improve the overall profile of Art within school and the wider community.
- To support staff to enhance their teaching of Art.
- To ensure Art is displayed around the school to showcase the department

#### **Art Teaching**

- Planning, preparing and delivering innovative lessons in Art, including: drawing, painting and printmaking, sculpture, textiles, clay and junk modelling
- Ensure that curriculum, teaching and learning, feedback and assessment policies are implemented
- If appropriate, enter pupils for local and national competitions in Art
- Support the teaching of Art across the school, including the Upper School, Lower School and EYFS
- Outside of the timetable, provide lunch time and after school clubs
- Plan and lead events, trips and workshops to celebrate Art and a range of diverse Artists during the year
- Take the lead on artistic projects across the school, including scenery for revues, cross curricular projects and school productions and events

#### **Curriculum Development**

- Oversee the policy, action plan and scheme of work for Art, updating as and when necessary
- Keep up to date with new curriculum requirements and ensure that the Art policy and scheme of work are in line with National Curriculum guidelines and any entrance or scholarship requirements for future schools at 11+, including the completion of pupil Art portfolios of artefacts, plans and evaluations, as appropriate
- Write, instigate and evaluate an annual Art action plan which underpins the aims of the School Development Plan, incorporates changes in the curriculum, improves areas for development and sustains areas of strength within Art

## **Professional Development**

- Embrace and utilise the school's Personal Learning Programme to identify areas of professional development
- Be aware of INSET requirements and attend and provide in-house training as appropriate
- Give guidance, support and advice to individual colleagues in order to improve their teaching of Art

## **Teaching and Learning**

- Ensure there is continuity and progression in the teaching and learning of knowledge, skills and understanding in Art
- Monitor the delivery of the subject using a variety of approaches, including reviewing planning, monitoring pupils' work, lesson visits and learning walks
- Use the findings of monitoring to evaluate teaching and learning, and to disseminate good practice
- Oversee appropriate mechanisms for assessment, recording and reporting of Art, maintaining accurate and detailed records of pupil progress
- Complete reports and references on individuals or classes, in line with assessment and reporting
- Attend Progress Evenings
- Hold meetings with parents regarding Art Scholarships and preparation and application process
- Attend Curriculum Evenings, as appropriate
- Ensure there is adequate and appropriate use of ICT in the teaching of Art

## **Resources**

- Plan a programme and manage the budget for the acquisition of new resources, with reference to the Art action plan
- Promote the sustainability ethos of the school by reusing, recycling and upcycling of resources
- Maintain an updated audit of resources and oversee the distribution/storage of those resources
- To maintain the Art display in communal spaces around the school, as appropriate

## **PERSON SPECIFICATION**

### **Skills**

- A proven outstanding teacher of Art with experience of Prep School environment
- Ability to communicate effectively and empathetically with parents
- Demonstrate a commitment to creating a safe, secure and fun learning environment

Revised: December 2024