



HEAD OF ART

Statement of Duties and Responsibilities

Reporting: Director of Co-Curricular and Routines (DoCR); Deputy Head Pastoral (DHP)

Overarching responsibilities: The Head of the Art (HoA) is expected to make the subject central to the life of the school as a whole as much as within the Art Studio; to work in cooperation and communication with the Art Assistant, other teachers and the DoCR ensuring an outstanding program and provision for all pupils, including cross-curricular activities.

Principal Duties:

The statement of duties and responsibilities covered by the latest Cumnor House Prep Teacher job description should be taken as a starting point in describing the duties of the HoA who has additional responsibilities as follows:

Management:

- Organise the Art Department and its syllabus (from 7-13 years);
- Organise a timetable for the use of the Art Studio by Art Scholars and other groups;
- Be responsible for the delegation of work to the Art Assistant;
- Ensure tidiness and order in the Art Studio and maintain its resources at a high standard.

Administration:

- Keep abreast of the requirements of the subject in terms of Scholarship and the National Curriculum;
- Produce and annually update a Departmental Handbook and Development plan;
- Attend Heads of Department meetings;
- Produce and maintain a scheme of work for the teaching of the subject at Cumnor;
- This scheme of work should be an accessible, practical working document. It should refer to the syllabus, assessment, use of ICT and SEN requirements, cross-curricular opportunities and presentation;
- Maintain policy guidelines on all aspects of the teaching of the subject;
- Be responsible, with the DoCR, for putting together a termly 'Arts Programme';

Promotion of Excellence:

- Encourage an interest in and love of Art in all children in the school;
- Be aware of developments and advances in the teaching of the Art;
- Prepare children for Scholarship assessments in liaison with Senior Schools' Heads of Art;
- Encourage pupils to exhibit their work and to enter external competitions, festivals, or exhibitions.
- Organise and plan regular in-school exhibitions for all year groups;

- Promote and encourage excellence, thereby developing confidence through improvement and success through lessons, trips and exhibitions;
- Encourage and promote talented pupils;
- Foster and maintain links with external organisations to provide a broad range of opportunities;

Finance:

- In communication with the Head of Finance, manage the Art Department budget within agreed limits;

Links and Marketing:

- Prepare a brief résumé of each term's syllabus for publication on the school's website;
- Act as a stimulus for artistic events inside and outside the school;
- Prepare pieces for the school magazine and for exhibition around the school.

Health and Safety:

- Ensure that risk assessments (for example, for off-site trips) are undertaken where required.
- Maintain own medical and safeguarding certificates, according to School policy;
- With the Art Assistant, attend INSET or other Health & Safety or Safeguarding training as required by the School.

Safeguarding Responsibilities include:

- Safeguard and promote the welfare of children;
- Foster a culture of openness, safety, equality and protection;
- Provide a safe and welcoming environment where both children and adults feel secure, able to talk and believe that they are being listened to;
- Play a key role in the prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm;
- All staff must act in accordance with the School's Safeguarding & Child Protection Policies

Hours of work:

The Head of Art is a full-time position in the Prep School. All Prep Teachers are expected to be available to work from 8am to 6pm during term time, which includes up to 3 days before and after each term, and to be available for occasional evenings (e.g. Parent Evenings) and some weekends (3 Saturday Activity mornings per term). There are also other whole-school events, such as Sports Day, which may occasionally occur at the weekend or at other times out of the normal School day. In addition, Heads of Department should expect to work beyond the school day when required.