



Northbourne Park School
Job Description

Job Title: Head of Art and DT

Department: Art and DT

Location: Prep / Pre-Prep School

Reporting to: Director of Studies

Overall Purpose of the Job:

- Lead and develop the Art and DT Department and all Art/DT activities throughout the school, including school exhibitions, displays and community links.

Principal Responsibilities:

The following core areas of responsibility are not exhaustive and will be subject to development and adaptation in accordance with the changing and developing needs of the school.

- Articulate a clear vision of the role of Art and DT in line with the school's Vision, Mission and Values.
- Teach a broad, balanced, stimulating and differentiated curriculum to all pupils.
- Contribute to the School Development Plan.
- Lead the department's approach to Art and DT across all age groups and abilities in the curriculum, scholarship and co-curricular programme, prepare and overseeing schemes of work.
- Foster connections with the outside art world and local community links;
- Promote Art and DT to pupils through a range of extra-curricular activities, trips and visits every year; through clubs, societies, inter-house competitions and musical events; and inviting guest speakers into School where appropriate.
- Make sure Health and Safety risk assessments are up to date and observed to protect both staff and pupils.
- Closely guide pupils with the development and presentation of scholarship portfolios, liaising with parents and Senior Schools to ensure a smooth transition.
- Facilitate continuous professional development within the department.
- Ensure that the work displayed by the department is current and well presented.
- Ensure that resources are organised and available to promote a purposeful environment for learning and teaching to take place.

Assessment, Recording, Reporting

- Assess, record and report pupil progress, socially and academically, according to School policies, taking appropriate action to remedy pupil under-performance; liaising with pupils, parents, Form Tutors, Director of Studies and the Head teacher as necessary.
- Monitor the teaching of pupils with Special Needs & Gifted & Talented Needs and liaise with SENCO where appropriate.

Marketing

- Promote the work of the Art and DT Department to the broader community in partnership with the Marketing Manager including regular contributions to the School website, Newsletters, corridor displays, open days and local, national and international press.
- Attend annual District 2 IAPS meeting for Art and DT

School Policies

- To act within the *NPS Professional Standards for Teachers Policy*.
- Fully endorse, understand and exercise your roles and responsibilities contained within the *NPS Health and Safety Policy and Handbook*.
- Promote and safeguard and welfare of pupils and staff according the School's Health and Safety, Fire Safety, and Safeguarding regulations and guidelines.
- Fulfil other reasonable duties as directed by the Headmaster.

This job description is subject to review and change as necessary.

Decision Making Responsibilities:

This is a Head of Department position and the post holder is responsible and accountable for the day to day running of the Department and required to work independently but within policy, professional standards and budgetary limits.

Personal Specification (Knowledge, Skills & Attributes)

Essential requirements for the role:

- Qualified Teacher status
- Imagination, commitment and ambition to inspire pupils to enjoy and participate in Art and DT
- Flexible and proactive attitude to work
- Ability to communicate clearly and effectively
- ICT and Audio Visual Literate

Desirable requirements:

- Experience of the independent sector
- Experience as a Head of Department

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Updated September 2024