



# LODE HEATH SCHOOL

Proud members of  
Arden Multi Academy Trust



## JOB DESCRIPTION

|                        |  |                |   |
|------------------------|--|----------------|---|
| <b>Post Title:</b>     | Faculty Leader: Creative Arts & Industries   | <b>Salary:</b> | MPS or UPS  |
| <b>Location:</b>       | Lode Heath School  |                | TLR1 from £9272 (negotiable, depending on experience) |
| <b>Department:</b>     | Creative Arts & Industries (Art, DT, Food, Drama & Music)                                | <b>Weeks:</b>  | 39  |
| <b>Responsible to:</b> | SLT line manager<br>Deputy Headteacher: Curriculum<br>Associate Headteacher<br>Governors | <b>Hours:</b>  | 32.5 (full time)                                      |

### JOB PURPOSE:

To provide leadership and strategic direction to the Creativity Faculty to ensure its work meets the aims and policies of the school. This includes:

- Being responsible for securing high standards of teaching, learning & assessment across the Faculty through effective curriculum planning and on-going development including pedagogical innovation resulting in student performance achieving or exceeding expectations
- Interpreting the standards and expectations of the school, sharing responsibility for the welfare and discipline of students.
- Teaching Art primarily, and other subjects where required, according to the Teachers' Pay and Conditions Act.
- Promoting the general progress and well-being of individual students and of any class or group of students assigned to you principally but not exclusively by teaching your own subject.
- Actively promoting and ensuring that the Faculty's work meets the aims and policies of the school.

### WORK PERFORMED:

The Faculty Leader will:

- Lead, manage and develop the Faculty ensuring the work of all subjects and teachers within it meets the ethos, aims and objectives of the wider school.
- Implement an effective Quality Assurance programme to evaluate the work of the faculty accurately and regularly, influencing improvement planning, CPD and support as necessary.
- Establish the Faculty's curriculum intent and the expectations for implementation. This includes ensuring effective coverage, sequencing, continuity and progression in all subject areas for all students by each member of the team. This will include enrichment and extra-curricular opportunities.
- Lead on, implement and evaluate strategies to promote progress for all students through personalisation and reduce gaps between vulnerable students and their non-vulnerable peers.
- Analyse student attainment and progress data and plan and implement intervention accordingly to enable all students to achieve their best.
- Perform the role of Subject Leader for Art and have line management responsibility for subject leaders and other staff (inc. associate staff) as directed.
- Attend relevant meetings, leading as appropriate and communicate the work of the Faculty to all relevant stakeholders.
- Collaborate with others and contribute to the sharing of good practice at a whole school and Trust level.
- All Faculty Leaders will lead by example and will be highly effective classroom practitioners.

They teach a designated number of lessons and will undertake and fulfil the responsibilities of a classroom teacher which includes the role of a form tutor. They will:

- Teach across the age and ability range to and including GCSE, in a professional manner, with full regard to the curriculum.
- Raise the contribution of the subject as part of the development of the whole child.
- Provide a colourful, stimulating, supportive and challenging environment for learning.
- Employ a wide range of pedagogical strategies to meet the needs of all learners.
- Gather and use assessment data to plan and implement effective intervention work.

- Follow agreed procedures on matters such as marking and providing feedback on student work, record keeping, report writing, disciplinary matters and the setting of homework.
- Attend meetings, parents' consultation meetings and other events within the annual calendar.
- To actively support the collegiate responsibilities within the main teaching area, addressing aspects of delegated responsibility as appropriate.
- Contribute to school development plans.
- Proactively engage with the entitlement of all staff to professional development through an induction process and through his/ her personal growth according to the Continuing Professional Development/Performance Management Scheme.
- To promote the general progress and well-being of individual pupils and of any class or group of students assigned to him/ her principally but not exclusively as a form teacher.
- As a form tutor, contribute to all aspects of pupils' personal and educational development in co-operation with the Year team and the Deputy Headteacher.
- Take an equitable share of statutory duties.
- Perform such reasonable duties as required by Headteacher and the Trust.

#### **PEOPLE RESPONSIBILITIES:**

- Line management of Art team as subject lead and of all other faculty subject leaders and support in the line management of all Faculty members.
- To liaise with the other relevant TLR holders, line managers and the Deputy Headteacher: Curriculum on a regular basis
- UPS teachers are required to make a 'substantial and sustained' contribution to the wider life and ethos of the school. This may include the coaching and/ or mentoring of other staff members.

#### **WORK RESPONSIBILITIES:**

Teaching timetable and tasks in accordance with the job description of a Faculty Leader.

#### **SAFEGUARDING RESPONSIBILITIES:**

The post holder is responsible for promoting and safeguarding the welfare of children, young people, and vulnerable adults that she/ he is responsible for or comes into contact with.

#### **FINANCIAL RESPONSIBILITIES:**

- Managing budgets as delegated by the Headteacher including the ordering of materials and ensuring that there are clear links between educational outcomes and the allocation of resources.
- Supporting other subject leaders within the faculty to manage their budgets appropriately.

#### **BUILDINGS AND EQUIPMENT RESPONSIBILITIES:**

Ensure all policies in relation to health and safety are adhered to and all risk assessments are up to date.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

- The School operates a 'Non-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

#### **GDPR & DATA PROTECTION**

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [www.lodeheathschool.co.uk/gdpr](http://www.lodeheathschool.co.uk/gdpr).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description reviewed by: L Suddon**

**Date: February 2024**