

HEAD OF ART & DESIGN
VICTORIA COLLEGE BELFAST

Situation:

Victoria College is a voluntary grammar school for girls with 870 pupils. The College operates on a split campus with Years 8 and 9 taught on the Richmond campus and Years 10-14 on the Cranmore campus.

The College seeks to appoint a dynamic Head of Art & Design to maintain a long tradition of excellent Art & Design provision. At present Art & Design is offered to all pupils in KS3 and as an optional subject in KS4 and 5. There is a high uptake for both GCSE and A level. Results are consistently above the NI average with pupils regularly being awarded full marks in external examinations. The department has recently introduced Moving Image Arts at GCSE level and plans to extend this provision to A level.

Plans are well advanced through the School Enhancement Project to develop a new Art & Design facility within the College subject to available funding from the Department of Education.

There are currently 2.5 members of staff within the department, including the Head of Art & Design.

The person appointed will be expected to develop a strategic vision for the future development of the Department, encouraging pupils to develop a love for Art & Design and proficiency in the use of ICT in relation to Art & Design.

The College places great importance on the achievement of high academic standards and a priority for the new post holder will be to maintain and improve achievement in public examinations.

The person appointed will be awarded Teaching Allowance 2.

Relationships

The person appointed will be responsible to the Board of Governors through the Headmistress and Deputy Head.

Job Purpose

In addition to the normal professional duties of a class teacher and any other agreed responsibilities, the post holder will be accountable for the quality of provision of Art & Design and will support, hold accountable, lead and develop a team of staff focused on that area.

Areas of responsibility and associated duties

Strategic direction and development of the department

Develop and implement policies and practices which reflect the College's commitment to high achievement through effective teaching and learning.

Develop plans for the department which identify clear targets, timescales and success criteria for its development and/or maintenance in line with the school development plan.

Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

Represent the department at Head of Subject meetings and play a full part in decision-making related to whole school issues.

Keep abreast of current developments in the curriculum and in examination specifications.

Organise any extra-curricular activities, special events, competitions or projects connected with the work of the department.

Promote the work of the department and ensure that the website is maintained up to date.

Teaching and Learning

Ensure continuity and progression by supporting colleagues in choosing the appropriate sequence of teaching and learning methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan.

Evaluate the teaching in the department by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching and learning.

Monitor the appropriateness of the curriculum for each pupil and ensure that there are strategies in place to provide additional support for pupils with special educational needs.

Oversee entries for public examinations and provide advice to pupils on how to maximise their performance.

Leading and managing staff

Demonstrate the ability to promote good communication and to develop a cooperative team approach within the Art & Design department.

Enable all teachers to achieve expertise in planning for and teaching in the Art & Design department through example, support and by leading or providing high quality professional development opportunities.

Demonstrate an excellent ability to advise and support other teachers.

Help colleagues to evaluate the impact of their teaching on raising pupils' achievement by providing clear feedback, good support and sound advice and providing examples, coaching and training to help them become more effective in their teaching.

Assist the Headmistress and the Board of Governors in the recruitment of new members of staff for the department.

Assume responsibility for the induction and support of newly qualified teachers and student teachers in the department.

Coordinate the PRSD programme for all teachers in the department.

Ensure that the Headmistress, SLT and governors are well informed about policies, priorities and targets for the Art & Design department.

Efficient and effective deployment of staff and resources

Identify appropriate resources and allocate these within a given budget framework to meet the objectives of the department in line with the school development plan.

Advise on the deployment of staff to ensure the best use of expertise and experience.

Create a stimulating environment for teaching in the classrooms dedicated to the Art & Design department.

Health and Safety

Identify and be responsible for Health and Safety issues and risk assessments within the Art & Design department.

Person Specification

| | ESSENTIAL | DESIRABLE |
|---------------------------|---|---|
| QUALIFICATIONS | <p>Qualified teacher as recognised by the Department of Education</p> <p>Registered with the General Teaching Council N Ireland</p> <p>2:2 honours degree or equivalent qualification in Art & Design</p> <p>Willingness to engage in leadership training</p> | <p>2:1 honours degree or equivalent qualification in Art & Design</p> <p>Further qualification in educational leadership</p> <p>Experience of establishing effective links with universities and other educational bodies</p> |
| EXPERIENCE | Evidence of teaching Art & Design successfully to GCSE and to A level | <p>Experience of having led an effective team</p> <p>Ability to teach a second subject to GCSE level;</p> |
| KNOWLEDGE | <p>Understanding of key features of outstanding lessons</p> <p>Understanding of specifications including controlled assessment</p> | Understanding of relevant DE policies including ESAGS |
| SKILLS | <p>Excellent classroom teacher with ability to motivate learners</p> <p>High level organisational and communication skills</p> <p>Ability to plan strategically</p> <p>Ability to manage change and lead a team to achieve goals</p> | Ability and willingness to contribute effectively to the extra-curricular life of the school. |
| PERSONAL QUALITIES | <p>Enthusiastic and dynamic</p> <p>Positive outlook</p> <p>Love of learning</p> <p>Commitment to the ethos of the College</p> | Flexible and willing to adapt to change |

The Selection Panel reserves the right to enhance the criteria in order to facilitate a manageable shortlist.

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.

Posts involving work in educational institutions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003.

Application Procedure

A completed application form should reach the Headmistress no later than 3.00 pm on Friday 22nd May 2015.

Candidates selected for interview will be asked to make a five minute unseen presentation which will form part of the interview process. It is anticipated that interviews will be held on the week beginning 1st June 2015.

Teaching a lesson will also form part of the selection process and it is anticipated that this will take place during the week beginning 1st June 2015.

Shortlisted applicants will be invited to visit the school prior to interview.