

JOB DESCRIPTION

Job Title:	Head of Art
Reports To:	Deputy Head (Academic)
Responsible for:	To be the lead for art throughout the school and to teach art to pupils initially in years 5 to 9 and growing to Year 11 by September 2028.

Main Duties and Responsibilities:

Principal requirements

- Lead the department's approach to art across all age groups and abilities, ensuring that teaching is differentiated according to the needs of all pupils and in line with the school's ethos and policies;
- Keep abreast of developments and advances in the teaching of art and facilitate continuous professional development within the department;
- Monitor, evaluate and consistently update schemes of work for the department as well as review policy documents;
- Monitor, develop and embed high quality teaching and learning within the department;
- Encourage an interest in and love of art in all children in the school;
- Establish and implement a process of assessment and evaluation of pupil progress and attainment throughout the school;
- Use data effectively to improve pupil experiences and outcomes;
- Provide immediate oral/written feedback to pupils about their learning so that they understand how to improve;
- Teach art to pupils in years 5 to 11;
- Prepare pupils for scholarship assessments in liaison with senior schools, closely guiding them with the development and presentation of scholarship portfolios;
- Encourage pupils to enter external competitions, festivals, or exhibitions;
- Ensure that the work displayed by the department is current and well-presented and organise in-school exhibitions for all sections of the school;
- Maintain and help staff with art displays around the school;
- Organise pupil visits to galleries and exhibitions and ensure that pupils benefit from visits by professional artists;
- Develop cross-curricular links wherever possible;
- Ensure pupils make effective use of IT in their creative skills development;
- Order, maintain and update resources for art;
- Ensure that the resources are organised and available in order to promote a purposeful environment for learning and teaching to take place;
- Manage and oversee the departmental budget, including the auditing of departmental

- resources on an annual basis;
- Monitor the equipment used in the department and ensure that health and safety guidelines are followed.

General Responsibilities

- Attend assemblies and take assemblies in accordance with prepared rotas.
- Attend staff meetings and liaise and co-operate with colleagues on whole school matters;
- Take a full and active part in the co-curricular programme including after school clubs;
- Attend staff training days and other functions, which may fall outside normal school hours;
- Provide cover for absent colleagues when required;
- Attend parents' consultation meetings and liaise with parents informally as appropriate;
- Ensure that you are familiar with all school policies and the contents of the staff handbook
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – Head of Art

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • A good honours degree in art or other relevant subject. • UK Qualified Teacher Status (QTS), or equivalent. 	<ul style="list-style-type: none"> • Masters or other postgraduate qualification. • Evidence of further professional development in the area of art.
Knowledge and skills	<ul style="list-style-type: none"> • Outstanding classroom practitioner. • Demonstrate a talent for motivating and enthusing young learners to achieve their best. • Show real passion for the subject; promoting the learning, love and excellence of art throughout the School ensuring high level of interest and achievement. • Excellent leadership qualities. • Strong communication skills. • Thorough planning and preparation skills. • The ability to work collaboratively with colleagues, to encourage and develop the professional standards of the department. 	
Personal competencies and qualities	<ul style="list-style-type: none"> • A friendly, open, good humoured, and collaborative attitude, and a commitment to School ethos. • Genuine passion and a belief in the potential of every pupil. • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Ability to form and maintain appropriate relationships and personal boundaries with pupils. • Positive attitude to use of authority and maintaining discipline. 	

	<ul style="list-style-type: none"> • Ability to maintain consistency and fairness. 	
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults. • Flexible approach to working hours. • Empathy with the ethos and aims of St Hugh's. 	

Date reviewed: April 2026