



Westcliff High School  
for Boys

**JOB DESCRIPTION**  
**HEAD OF ART**



## INTRODUCTION

The Art Department at WHSB has flourished over recent years and is recognized locally and nationally as a centre of excellence, not only in terms of the success of examination candidates, but also progress of Sixth Form students into Art-related disciplines (including one currently studying at The Slade) and involvement in Art projects within the Borough. In addition, the School has moved to a post-levels system of assessment, and the successful candidate will need to shape the curriculum and monitor its implementation and assessment.

The Art Department at WHSB is strong and growing, with 24 students in the current Year 10 GCSE class. There are currently 14 students studying A Level Fine Art in the Sixth Form. The Department needs a visionary leader to maintain and develop the outstanding and inspirational provision for Art within the School which the retiring Head of Art has established.

## ACCOMMODATION AND FACILITIES

The Art Department is principally based in two large Art Studios, with an extra room which is used for Sixth Form Art installations. The Studios are well equipped, and one contains a suite of networked computers. Student Art is displayed in many locations around the School with substantial works (including installations) set up in a display space known as the Humanities Forum. Programmes for School events frequently showcase students' works on the front cover. There is an annual Art & Design Evening which showcases work produced for examinations as well as Non-Examined Assessment, together with sketchbooks and evidence of the students' journeys towards their final outcomes.

## CURRICULUM

All pupils in the Lower School (Years 7-9) study Art. The Art Curriculum at WHSB teaches the skills necessary to produce good outcomes and explores the work of traditional and modern Artists. It also encourages pupils to make their own journeys of thought, interpretation, discovery and creativity in their studies. The work of each artist is set in its historical, cultural and philosophical context providing a platform from which pupils may express their own ideas more effectively. In Year 7, the focus is on Still Life and in Year 8 it is Portraiture and includes an introduction to Photography. The key themes for development in Year 9 are Surface Texture, Composition and Social History.

The Schemes of Learning are presented in visual form for pupils on our Art Department website, together with examples of pupils' work, at <https://www.whsb.essex.sch.uk/useful-information-for-all-parents/extra-curricular-activities/art>.

Years 10 and 11 pupils are prepared for the AQA Art & Design Examination, while Sixth Formers study for the AQA Fine Art Advanced Level.



## EXAMINATION RESULTS

Results in all public examinations are outstanding. In the last four years, 29 candidates at A Level secured 19 A\* grades, 6 A grades and 4 B grades. The picture is equally positive at GCSE where the Department secured, in the first year of the new specifications ten '9' grades, eight '8' grades and eight '7' grades. No student was graded lower than a '7' grade. This level of achievement is in line with the Department's performance in the previous years' examinations.

## DEPARTMENTAL STAFF

The Art Department consists currently of two full-time teachers, one of whom is the Head of Department with specific responsibility for Sixth Form, with the other teacher (an artist with considerable teaching experience) leading the Lower School (Key Stage 3) and Middle School (Key Stage 4). A technician is shared with the Technology Department.

The successful candidate will have oversight of the Art Department. The successful candidate will work with the Senior Team to review and develop the Department, therefore some experience of managing a team is desirable.

## JOB DESCRIPTION

**POSITION:** Head of Art

**TLR:** 2B (Currently £4,813)

### Line of Responsibility:

The Head of Art is responsible to the Assistant Head - Senior Master: Academic Studies

### Line Management:

The Head of Art is responsible for appraising (as appropriate) and line managing the work of the Art Department. This includes line managing the Technology and Art Technician for the time in which the Technician works in the Art Department (0.4 of their time).

### Job Content: / Core Responsibilities:

The Head of Art is

- 1 to provide for the Department guidance, advice and leadership on:
  - aims and objectives
  - Schemes of Work (which shall reflect the values the School seeks to inculcate)
  - teaching methods
  - Assessment, Recording and Reporting
  - the classroom environment
  - differentiationand to ensure that these matters are the focus of regular departmental discussion.
- 2 to determine, in consultation with the Senior Master: Academic Studies and the Headmaster, the choice of syllabus, Examination Board and course structure.
- 3 to manage the Department's staff and contribute to the School's Appraisal arrangements, in particular to monitor standards of teaching and assessment in the Department, to make recommendations on INSET, and to seek to achieve targets on examination results set out in the Departmental Development Plan.
- 4 to manage the Department's resources, human and material, and to have regard to the quality of teaching materials both purchased and internally prepared. This will also involve recommending suitable library acquisitions, choosing and placing orders for Art materials and liaising with the Head of Design & Technology regarding the timing of the hours for which the Technician will work in the Art Department.
- 5 to ensure that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are within the School's Special Educational Needs provision.



- 6 to organize pupils into groups, to recommend the allocation of staff and to contribute to the appointment and induction of new staff. To be conscious of ways in which the engagement of others from outside School might enrich our curricular provision and to ensure the appropriate incorporation of such elements.
- 7 to ensure that members of the Department use information on prior pupil attainment in planning their teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
- 8 to monitor academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils and to generate solutions, to ensure that all report data is in SIMS and has been checked by published deadlines.
- 9 to ensure, through the use of departmental INSET time, that members of the Department are familiar with School and other relevant curriculum documentation and are responsive as well to relevant national developments and initiatives bearing on the work of the Department.
- 10 to motivate members of the Department and to give them the opportunity to contribute to policy. To maintain a record of matters discussed at meetings and to make a copy available for the Headmaster and the Senior Master Academic Studies.
- 11 to be responsible for the preparation and updating of Non-Examined Assessment guidelines (if relevant) at GCSE and Advanced Level and to ensure that the outcomes submitted across the Department meets an appropriate standard. As part of this, the Head of Art will liaise with the Examinations Officer and the Examination Board to arrange the moderation visit of the Examiner for assessing GCSE and A Level outcomes and to prepare the necessary display of student outcomes for the visit.
- 12 to ensure that, within the Department, one member of staff has responsibility for the effective use of ICT and to ensure that that use promotes Teaching & Learning in accordance with whole-school policy.
- 13 to have a familiarity with the School's Policy on Health & Safety (H&S), to direct colleagues in the Department on H&S issues and to draw to the attention of the Facilities Officer any departmental matters covering H&S requiring attention.
- 14 to have overall responsibility for quality of displays in departmental teaching rooms and to ensure that arrangements are in place (using the designated Teaching Assistant) for the periodic changing of departmental display materials.
- 15 to contribute as requested to whole-school initiatives such as the Year 7 and Sixth Form Induction Courses.
- 16 to promote the Department in the School's wider agenda, e.g. via the website, *The Westcliff Diary* and through participation in the School's Outreach programmes.
- 17 to produce each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning in Years 7-13; staff development; departmental extra-curricular activity; departmental resources; and progress made towards meeting targets laid down in the School Development Plan.



18 to undertake such other duties, from time to time, as the Senior Master: Academic Studies or the Headmaster may reasonably request.

## CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

Kenilworth Gardens | Westcliff-on-Sea | Essex | SS0 0BP | 01702 475443

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