



Job Description

Job Title: Head Of Department - Art

Reporting to:

Senior Leadership, Board of Governors

Experience:

5-6 years of leadership experience as Head of Visual Arts, preferably in an international school setting

Educational Qualification:

- Master's Degree in Fine Arts (MFA) from a recognised institution
- Strong knowledge of the IGCSE and IB curricula, lesson plan design, classroom management, assessment systems and pedagogy

Overview:

The Head of Department (HOD) – Visual Arts is responsible for leading and managing the Visual Arts department with a commitment to academic excellence, innovation, and creativity. The role includes teaching the Middle School Art Programme and the IGCSE and IBDP curricula, fostering high-quality learning environments, and mentoring both students and staff. The HOD serves as a subject expert, role model, and collaborator across the school community.

Key Responsibilities**DEPARTMENT OPERATIONS****1. Leadership & Management of the Department**

- Provide visionary leadership in the planning, execution, and review of departmental goals; including interdisciplinary projects (national/global) that inspire curiosity, critical thinking, creativity, research questions
- Review and strengthen department SOPs/monitoring documents/Department Handbook on all academic processes and operations
- Lead bespoke curriculum development and implementation in art for the school, and the smooth integration and implementation of the IGCSE and IB curricula, to maximise the effectiveness of both programs.
- Work closely with the Heads of Departments and the Coordinators for a coherent and integrated art programme across subject areas
- Promote a stimulating, supportive, and inclusive environment for both students and teachers
- Monitor and document student and teacher attendance, patterns of absenteeism, and emphasise the need for regular attendance
- Monitor academic performance across all year groups, identify trends, gaps, and areas for improvement and continuously evaluate and improve teaching practices
- Conduct surveys and document data on intervention initiatives, student satisfaction and skills development
- Chair regular departmental meetings; ensure timely distribution of minutes to SLT



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- Collaborate with the Senior Leadership Team (SLT) on departmental recruitment, resourcing, and performance management
- Analyse the school's art programme, recommending changes or enhancements as necessary, especially considering the IB Review strategies for 2030.

2. Management of Students

- Uphold and communicate the school's behavioural expectations, academic standards, and values; monitor departmental approaches to the use of all school systems (eg. rewards and sanctions, determining PGs, etc.)
- Train students on lesson objectives, assessment criteria, and success indicators
- Monitor academic progress, offer timely feedback, and intervene when students require support; plan and oversee the academic stretch for above average and middle level learners
- Ensure that students are well-prepared for external examinations and all academic regulations and standards are met
- Collaborate with Grade Coordinators and Counsellors to support student wellbeing and performance
- Provide special support and considerations to students at high risk or coming under the SEN category, as prescribed by the IB Board

3. Management of Staff

- Lead the induction, mentoring, and professional growth of department staff
- Encourage participation in internal and external professional development opportunities
- Conduct lesson observations, teacher feedback sessions, mentoring and coaching sessions,
- Ensure a fair and equitable distribution of teaching assignments and responsibilities
- Overseeing work schedules and training needs
- Ensure departmental compliance with Board requirements, school-wide policies and expectations

4. Curriculum Oversight

- Oversee regular updates of Schemes of Work before the start of each academic year
- Develop and maintain curriculum plans for the Middle School and IGCSE programmes
- Ensure IBDP unit planners are current, reflective, and aligned with IB expectations
- Measure the effectiveness of the curriculum through data analysis of test scores/ standardised test outcomes/student performances against national or international Board Examination averages
- Monitor and coordinate the setting, marking, and moderation of internal assessments and mock exams, including determining the Predicted Grades at IBDP
- Stay updated on curriculum developments from CIE and IBO; initiate internal enhancements accordingly
- Promote differentiated instruction and a variety of teaching methodologies within the department



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- Encourage enrichment activities that extend learning beyond the classroom
- Liaise with Senior Leadership in PY and MY to ensure continuity and progression in visual arts learning

5. Administrative Responsibilities

- Manage departmental resources, and inventory efficiently
- Participate in the creation and evaluation of entrance assessments, if applicable.
- Attend and support Parent-Teacher Conferences (PTCs); ensure consistency in feedback shared by the art teachers to parents of the Board group students of art
- Attend school functions and support requirements for stage props or decorations
- Collaborate with College Counsellors to provide student recommendations and references, college selection for art programmes, etc.

TEACHING RESPONSIBILITIES

6. IGCSE Requirements

- Deliver the full Cambridge IGCSE Visual Arts syllabus
- Meet all coursework submission and moderation requirements set by CIE
- Create and mark internal assessments and mock exams aligned with external standards
- Submit accurate Predicted Grades and term reports
- Provide timely and constructive feedback on student work

7. IBDP Requirements

- Deliver the full IB Diploma Programme Visual Arts curriculum.
- Oversee students' Internal Assessments (Comparative Study and Process Portfolio)
- Supervise Extended Essays in Visual Arts as assigned
- Collaborate on the design and delivery of formal and mock assessments
- Submit accurate Predicted Grades and contribute to college applications and references
- Ensure all coursework and deadlines comply with IBO expectations

8. Professional Expectations

- Promote and support the values, vision, and mission of the school
- Be familiar with and follow the School's Teacher and Department Handbook, almanac guidelines and all academic and operational policies
- Attend staff meetings, training sessions, school events, and Open Days
- Cover lessons for absent colleagues, and supervise exam invigilation as required
- Notify the Senior Leadership Team in advance of any planned absence and ensure suitable cover work is provided
- Participate actively in professional development and department-wide planning
- Adhere to all child safety and safeguarding policies of the school



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Professional Conduct

The teacher actively promotes and upholds the TISB Vision and Mission, consistently demonstrating professionalism and integrity. As a positive role model and subject-area expert, the teacher builds strong relationships with students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.

9. Other Duties

- Perform any other responsibilities relevant to the role as assigned by the Principal, Senior Deputy Principal, Deputy Principals, in alignment with the school's ethos and educational goals