

Westcliff High School
for Boys

JOB DESCRIPTION
HEAD OF ART & DESIGN



INTRODUCTION

The Art & Design Department at Westcliff High School for Boys (WHSB) has been a strong Department for a number of years. It has produced outstanding results consistently in GCSE and Advanced Level Art & Design (Fine Art). We have a passionate and committed team that enjoys teaching a broad and dynamic curriculum. Each teacher adapts their schemes of work to suit their strengths, while covering an agreed set of foundational knowledge that each year group needs to progress. The department works together closely, and responsibilities and creative skills are frequently shared.

The Department encourages our students to be independent and intellectually curious from Year 7 to the Upper Sixth. We set regular competitions and enrichment opportunities and the students are free to work on personal creative projects outside of the curriculum. The Department is open on selected lunchtimes for students to work on projects and has an annual Art & Design Exhibition. The WHSB Art department offers talks, trips and visits to enrich our students learning, including a recent overseas Art trip to Madrid.

ACCOMMODATION AND FACILITIES

The Art & Design Department is well-equipped. The Art Studios are located as a suite of rooms in the main building. The two studios are spacious, light and equipped with a number of network computers with *Photoshop*. Due to the ambitious nature of the Advanced Level work, we have a dedicated installation and exhibition room where students are given their own space to create large scale works of art. This has proved extremely successful and our 2025 summer results were 100% A* - B. The department also offers photography resources and ceramics facilities alongside core drawing and painting opportunities.

CURRICULUM

The new Year 7-9 syllabus has been designed by the Art & Design staff at WHSB to encourage independent learning and personalised outcome pathways. The Department uses a range of assessments and investigations to introduce, consolidate and extend pupils' understanding of Art & Design. The teachers encourage pupils to develop an in-depth technical understanding and passion for the subject that enables them to refine and review what they are currently learning, and this gives pupils a secure knowledge of the subject.

The AQA GCSE Curriculum builds on the work that has been completed in Years 7-9, both consolidating parts of it that have previously been covered to GCSE Level but also extending other aspects so pupils can achieve GCSE Grade 9.

The Westcliff GCSE Art & Design (Fine Art) course has been designed to encourage the use of a wide range of mediums, from traditional drawing and painting to conceptual mulita media spaces.



In the Sixth Form, students can choose to study AQA Advanced Art & Design (Fine Art) if they attained a Grade 7, 8 or 9 in GCSE Art & Design (Fine Art). In the Lower Sixth, Art & Design (Fine Art) students explore a range of drawing, painting and thinking skills. Students are encouraged to discover new ways of creating visual journeys, as well as reinforcing previously taught skills. This work naturally sets the foundation for the Personal Investigation Portfolio. In the Upper Sixth, students will be encouraged to create their own work space which often becomes a unique outcome environment. Visiting Examination Board Moderators often comment on the breadth of approaches explored by the Department as being impressive.

EXAMINATION RESULTS

Results in all Public Examinations are outstanding and particularly in Art & Design (Fine Art) those who choose to continue their Art studies at University generally do so at established Universities e.g. Oxford (Ruskin), Reading, Loughborough and Winchester or at Art Colleges, such as St Martin's and The Slade.

Last year, in the 9-1 AQA GCSE Art & Design (Fine Art), students at Westcliff achieved 75% Grades 9 – 7, including 7 at Grade 9, 9 at Grade 8 and 8 at Grade 7 results. In the year 2025 we achieved 75% 9 – 7.

In 2025, in Advanced Level Art & Design (Fine Art), students at Westcliff attained 100% A* - B, including 2 x A*, 1 x A and 4 x B.

This year we are expecting 78% 7-9 at GCSE and 100% A* at A Level.



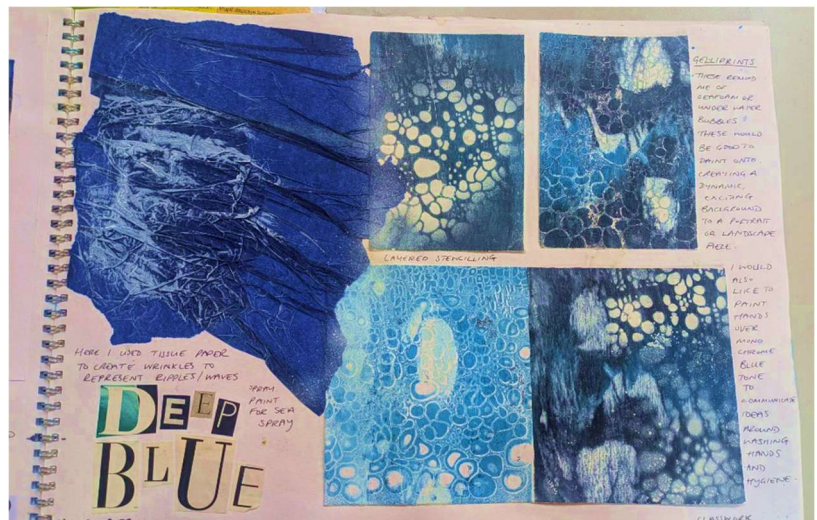
WHSB ART & TECHNOLOGY SUMMER EXHIBITION



JOIN WESTCLIFF HIGH SCHOOL FOR BOYS AS IT CELEBRATES THE FANTASTIC ACHIEVEMENTS OF ITS TALENTED YOUNG ARTISTS ACROSS ALL YEAR GROUPS

1 JULY 2026

E26, E27, E28, E30
4PM-7PM





JOB DESCRIPTION

POSITION: Head of Art

TLR: TLR2B (currently £6,066)

Line of Responsibility:

The Head of Art reports to a member of the Senior Leadership Team and relevant information is discussed in a fortnightly meeting.

Line Management:

The Head of Art is responsible for appraising (as appropriate) and line managing the work of the Art Department. This currently includes 2 members of teaching staff and a technician.

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
 - differentiation
- 2 to manage the Department and contribute to the School's Appraisal arrangements, 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.
- 3 to manage the Department's resources and to have regard to the quality of teaching materials both purchased and internally prepared. To manage the Art department's budget and spending throughout the year.
- 4 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.
- 5 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.



- 6 to ensure that the Department uses information on prior pupil attainment in planning teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
- 7 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.
- 8 to ensure, through the use of departmental INSET time, that the Department is familiar with School and other relevant curriculum documentation and is responsive as well to relevant national developments and initiatives bearing on the work of the Department.
- 9 to have a familiarity with the School's Policy on Health & Safety (H&S), to direct the Department on H&S issues with support of the Art Technician and to draw to the attention of the Facilities Manager any departmental matters covering H&S requiring attention.
- 10 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.
- 11 to contribute as requested to school initiatives such as open evenings, enrichment days and exhibitions.
- 12 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.
- 13 to produce each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning; staff development; departmental extra-curricular activity; departmental resources; and progress made towards meeting targets laid down in the School Development Plan.
- 14 to undertake, if needed, the role of form tutor, performing the necessary and expected duties that come with this responsibility. This will include daily registration, attendance of assemblies, report writing and being knowledgeable of pastoral needs of your form group.
- 15 to undertake such other duties, from time to time, as the Director of 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 Board.
- 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

www.whsb.essex.sch.uk [facebook.com/WHSforBoys](https://www.facebook.com/WHSforBoys) [@WHSforBoys](https://twitter.com/WHSforBoys)
