

THE PORTSMOUTH GRAMMAR JUNIOR SCHOOL

HEAD OF PERFORMING ARTS

JOB DESCRIPTION

September 2018



Overview - Performing Arts

Performing Arts (PA) is a very well established and much loved aspect of the Junior School curriculum, where music, dance and drama combine to provide unique opportunities for our children to develop personal and subject specific skills.

Our Junior pupils (Years 3-6) have two PA session every week as part of their taught curriculum, rotating around the three disciplines. In these lessons the children learn the skills and craft associated to each element via fun and stimulating activities and lessons.

Through their annual year group musical productions, staged in our own 300 seat theatre, the children also learn how the disciplines combine. Performance is the key element of our provision and every child is involved in our spectacular and ambitious productions.

Regular assemblies and services at Portsmouth Cathedral also provide an opportunity for the PA programme to be given centre stage.

Head of Performing Arts - The Role

The successful applicant will head up the PA team overseeing the curriculum provision; its planning, review and development, as well as the four annual year group productions, Cathedral assemblies and services and any other associated outreach, co-curricular or community events.

The Head of PA will liaise closely with the Junior School's Senior Leadership Team, providing strategic vision and planning to ensure the programme develops and embracing new opportunities. They will also work closely with the Deputy Head on logistics.

As PA will be receiving a major boost school wide with a new and exciting music facility due to be built, the Junior School Head of PA will be expected to liaise with Senior School colleagues on a whole school programme of opportunity and learning.

Historically, the PA team has worked closely together so the Head of PA will be expected to maintain this approach and also provide inspiration, support and leadership to those involved.

Additional Information

The Head of PA will also assume responsibility for the planning and delivery of the drama element of the PA programme (see Head of PA Job Description), making the most of the dedicated Drama Studio facility.

They will also assume a Form Teacher role (see Form Teacher Job Description) teaching Mathematics and English and being responsible for their Form group's pastoral care (Years 3-6).

There may also be an opportunity to become a Junior Housemaster/mistress in our House system.

Job Description: Head of Performing Arts (Drama Leader)

The Head of Performing Arts (PA) programme is responsible for:

- overseeing any matters relating to the PA curriculum and associated events
- liaising with the Senior Leadership Team on all matters relating to the PA curriculum and associated events
- the planning, review and development of the PA programme of study
- the strategic planning of the PA programme including year group performances, school events and outreach
- working closely with other members of the Performing Arts Team to ensure the pupils are able to access and benefit from this multi-disciplined aspect of Junior School provision
- liaising with Senior School colleagues to ensure learning opportunities are planned across the whole school

The Junior School Drama Leader is expected to:

- have a thorough knowledge and understanding of the teaching techniques required to promote the pupils' drama skills
- provide a curriculum for the teaching of drama across the four Junior year groups
- be responsible for delivering the curriculum to all Junior pupils
- ensure the subject is well resourced and that these resources are used effectively to promote the learning of drama and the effective acquisition of skills in drama
- stimulate an excitement and interest in drama
- liaise with the Infant teachers to guide and support the teaching of drama within Infant phase
- liaise with the Senior School Director of Drama to ensure continuity and progression in the teaching of Drama from Junior to Senior School
- keep fully conversant with initiatives and innovations relating to the teaching of drama
- prepare pupils for performances and readings in Cathedral assemblies and special services
- arrange theatre visits either to local theatres or involving visiting theatre groups/companies
- undertake any other reasonable requests as directed by the Head of the Junior School

Job Description –Head of PA Updated January 2018

Job Description: Form Teacher

A Form Teacher is expected to:

- be able to provide a high quality educational experience for all children
- be responsible for the pastoral care of each pupil within their Form
- set high standards of classroom organisation, management and practice
- have a good knowledge and understanding of the designated learning phase and therefore be able to teach across the age range of that phase
- develop and use a range of appropriate styles of teaching to facilitate the learning process for all pupils in his/her care
- within staff teams, prepare and use long, medium and short term planning based on the schemes of work, to deliver an effective teaching programme across the primary range

- provide a teaching programme which meet pupils' individual needs within the School's Connected Curriculum
- have high expectations of pupil engagement with the learning process
- plan, monitor, and assess each pupil's progress
- provide reports on individual progress each term
- develop positive relationships with the children
- develop good working relationships with parents, involving them as partners in their child's learning where possible
- attend parents' meetings as required
- be prepared to take part in staff meetings, open days, twilight sessions and training days
- establish and maintain good working relationships with colleagues
- make positive contributions to the co-curricular life of the School
- further their own professional development via the School's performance management programme
- be able to incorporate digital technology into the learning process
- plan for and deliver the values and thinking skills embedded within the Connected Curriculum
- undertake such other responsibilities as the Head of the Junior School may from time to time require

All Form Teachers will lead a curriculum area or aspect of the Junior School provision.

Job Description – Form Teacher May 2017

Benefits

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

The school is a strong supporter of Continuing Professional Development (CPD) and its INSET programme provides staff with many personal development opportunities. Examples of school support include financial support for further education such as Masters Degrees.

The school has recently developed with the University of Portsmouth two specific accredited part

time Masters Short Courses known as the Developing Educational Leadership and Management (DELM) and Human Resource Management in Education. On completion of each unit 30 Masters Credits are awarded.

Junior School staff are well supported by a coaching and mentoring system that ensures all staff are happy in their jobs and are fully engaged in their own professional development.

Key financial benefits of employment at PGS include a generous salary structure supplemented by payment of an additional PGS Allowance. There are many opportunities to take on additional paid responsibilities to assist in the management and operation of the school. The school participates in the Teachers' Pension Scheme.

The school also has a generous fee concession for the children of teaching staff. The school supports the Cycle to Work scheme and accepts Government's Child Care Vouchers. All members of staff have free use of the school's sports facilities which include a well-equipped Fitness Centre. A two course lunch is provided to all staff during term time.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to Apply

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to a.stutter@pgs.org.uk or HR@pgs.org.uk.

An electronic application would be preferable, submitted to the Headmaster's PA, Mrs A Stutter at a.stutter@pgs.org.uk All applicants should complete an application form, and send a covering letter and full curriculum vitae. Postal applications should be addressed to Mr Peter Hopkinson, Headmaster, The Portsmouth Grammar Junior School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of three referees.

The closing date is noon Monday 19 February 2018 and early applications are encouraged. Interviews will be held on Tuesday 27 February 2018 and shortlisted candidates are asked to allow the whole day for the interview process.

January 2018