

**JOB DESCRIPTION**

**Head of Music and Performing Arts**

**General Duties**

To provide strong leadership that results in a Performing Arts Department which provides first class teaching and learning opportunities for students.

To instigate and develop an innovative approach to the Performing Arts that will encourage all students to achieve their full potential.

To develop and implement a creative curriculum across the Performing Arts and ensure the delivery of high quality music, drama and dance provision in all curricular and extracurricular activities.

To lead with the organisation and delivery of school productions and performances throughout all key stages.

Create a positive, stimulating and innovative environment for learning and maintain a well-organised music department - including teaching and practice rooms - with appropriate displays, resource areas and materials.

**Job Purpose**

• Inspirational Music teaching that delivers high standards of learning creating articulate, confident and kind students.

• To ensure that all children in every class make good progress and achieve their full potential.

• To engage with the children so that they find learning an enjoyable and challenging experience.

• To develop and include in learning the attributes of the school’s learner profile.

• To set up, run and oversee whole school Music.

• To ensure that the six elements of the school's learning programme are included in learning.

• To support the ethos, aims and policies of the school by being a good professional model in the classroom and in their relationships with colleagues and parents.

**Duties and responsibilities:**

The following list details the specific duties and responsibilities of the Teacher role under the direction of the Deputy Head and, where appropriate, other members of the Leadership Team.

To undertake the full responsibilities of the role within the school's performance management policy and to the required standards, ensuring that every child has full access to the whole curriculum.

Be familiar with the National Curriculum, Edexcel or Oxford AQA International IGCSE/A Level and any other subject areas included within the whole curriculum.

To include Global Citizenship, intercultural learning and the local environment/context in learning.

* To plan, in accordance with school policy, challenging and differentiated learning for all children in each class in order to maintain expected or better rate of progress for all children.
* Together with the Director of Sport & Activities, ensure a broad choice of Performing Arts activities are included in the school’s Extra Curricular Activities programme.
* To assess the children’s learning regularly and consistently, maintain records and amend plans in response to assessments.
* To use a range of teaching strategies to meet the needs of each learner, including effective classroom management strategies.
* Coordinate and liaise with other staff members working within the area of Performing Arts.
* Provide support and advice to non-specialist teachers on how to include music and/or drama in the curriculum.
* To involve parents in their children’s learning through newsletters, regular parents meetings, Sharing Assemblies, reports and informal conversations.
* To maintain an interesting, interactive learning environment that supports the learning and encourages independence in the learner.
* To plan and oversee the work of any other adults working in the classroom i.e. learning support assistants and parent helpers.
* To make all plans, schemes of work, assessments and other information required, available to the Deputy Head by the specified date.
* To identify children needing extra support for any reason and discuss these children with the Learning Support Coordinator. Contribute to the writing of an IEP if necessary, agree it with parents and ensure that it is reviewed regularly.
* Liaise with staff across the school in curriculum development, including long, medium and short term planning, as required.
* Lead and organise whole school events.
* Lead school choir and other music ensembles.
* To take an active role in staff meetings and CPD Training.
* To ensure all pupils are safe by ensuring adherence to the specific requirements of the Safeguarding Policy.
* To maintain their own Professional Development and keep abreast of current educational developments, including establishing links with other schools and external awarding bodies, e.g. ABRSM.
* To cover for absent colleagues when necessary, as directed by the Deputy Head.

**Tutor**: Monitor and develop the personal and social development of all students in a given tutor group.

**Teaching:** The ability to offer Drama as a second subject and the flexibility to teach other subjects may be required. The Head of Performing Arts must possess musical instrument proficiency as well as piano skills to a standard proficient to accompany a choir or other instrumental ensemble.

**Note:** The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. The Head of School reserves the right to review and amend the job description in consultation with the post holder.

**Line Manager:** Deputy Head and the Head of School

**To Whom Responsible**: Head of School

This job description may be amended at any time, as may be required by the Head of School in consultation with the post-holder to whom it refers.