

## **Head of Performing Arts - Job Description**

Abbotsholme School requires a Head of Performing Arts for September 2017. The successful candidate will be able to lead and teach both Music and Drama, organise performances, concerts and extra-curricular opportunities within the School, as well being a competent pianist.

## **About the School**

Abbotsholme is a co-educational boarding and day school set in a large, beautiful estate on the Staffordshire/Derbyshire border. We are committed to a holistic philosophy of education, striving to nurture and develop pupils' strengths and abilities through excellence in academic studies, superb pastoral care and a unique and broad-ranging extra-curricular programme. Abbotsholme is a small school with less than 300 students from age 2 - 18. The intake is non-selective and pupils are encouraged to achieve their personal best whatever their starting point.

## **Our Vision**

It is our firm belief that a good, balanced education is an essential preparation for the whole of life. An education at Abbotsholme provides not only the starting blocks but also propels each individual through the start of life outside Abbotsholme.

Abbotsholme wants all of its pupils not only to succeed – whatever their individual talents or abilities may be – but also to feel successful. The Abbotsholme ethos encourages a sense of self-worth and of pride in their own achievements, whilst, in equal measure, celebrating the success of others.

Although we are committed to helping all Abbotsholmians fulfil their academic potential, the measure of our success cannot be judged by scholarly achievements alone. Indeed, it is their development as people that must be seen as the ultimate test.

Our vision is that pupils leave Abbotsholme as responsible and socially aware young men and women, able to face an increasingly demanding world with confidence and a zest for life. In years to come, we would wish to know that they were happy with themselves and with their lives; we also would want them to be successful in their personal and professional endeavours whilst remaining sensitive to the needs of others.

## **Our Aims**

Abbotsholme aims to prepare its pupils for the whole of life, by giving them a balanced education through a strong academic curriculum and an extensive range of extra-curricular activities. We give academic, personal and social developments equal standing, recognise the diversity of talent in each pupil and encourage pupils and staff to do their best.

Abbotsholme aims to provide:

- Knowledge to help everyone achieve and succeed to the best of their individual academic ability.
- An understanding of the natural environment and the importance of protecting it.
- Challenges which build strength and test courage, as well as providing a stimulating and enjoyable experience.
- Cultural enrichment to widen perspective and to develop awareness of our responsibilities to others.

## **Job Description**

In addition to the professional responsibilities expected of all teachers at Abbotsholme School, reporting to the Head (or other member of the Senior Management Team) the post-holder will lead and manage Performing Arts (Music & Drama). They will be responsible for the management of that area, including raising the quality of teaching and learning and improving provision and outcomes for all students studying the subject and engaging in the extra-curricular activities associated with music and drama.

## **Teacher and Head of Performing Arts**

- To be responsible for the budget allocated to Performing Arts.
- To ensure that the fabric of the rooms within the Department is maintained to a high standard.
- To develop teaching materials and Schemes of Work.
- To ensure that Schemes of Work are produced, monitored and reviewed in line with whole-school policies, principles and ethos.
- To monitor progress, ensuring students are appropriately engaged in self-evaluation and self-assessment, and taking appropriate action.
- To ensure that appropriate attainment targets exist for all individual pupils taking the subject; establishing appropriately high levels of expectation by setting out clear guidelines for establishing good standards of pupil achievement in both classwork and homework; ensuring that appropriate internal examinations are set and marked.
- To ensure that pupils experience an educational programme that is personalised to their particular needs, identified through a robust assessment system, in line with school policy.
- To oversee the development of cross-curricular activities within the Department and with other departments and ensure curriculum continuity and progression as appropriate.
- Ensure that the Department contributes fully to the academic enrichment programme and offers a range of extra-curricular learning opportunities each year.
- To monitor, intervening where appropriate, and guide students with learning or behavioural difficulties in the subject, in liaison with pastoral, EAL, Learning Skills and other staff as appropriate.

**Note:** The post holder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.

## **Responsibilities and Tasks specific to the Head of Performing Arts**

- Delivery of high quality Music and Drama teaching throughout the school.
- The selection, management and co-ordination of the peripatetic teaching team.
- Organisation of the weekly timetable for pupil lessons in consultation with the relevant SMT members.
- Responsibility for school music and drama concerts, events and productions.
- Involvement in the planning and delivery of key whole school events.
- The promotion of Music & Drama and through events open to those not currently attending the school.

- Developing the profile of Music and Drama both within and outside the School.
- Work closely with colleagues across the whole of Abbotsholme to ensure continuity and progression.
- To play the piano for assembly and whole school events.

**For further details and application pack, please contact Julie Noon, Headmaster's PA: [julie.noon@abbotsholme.co.uk](mailto:julie.noon@abbotsholme.co.uk)**

**Applications to be submitted by 27<sup>th</sup> March 2017.**

**Interview date 31<sup>st</sup> March 2017.**

*Abbotsholme School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.*