



*Leadership for a better world*

## JOB DESCRIPTION

### I. Job Information

<b>Job Title:</b>	Director of Performing Arts
<b>Department:</b>	Whole School
<b>Line Manager's Job Title:</b>	Assistant Head of Extra Curricular Activities

### II. Job Specification

**Job Purpose:**

- To lead the whole school in the Performing Arts Programmes;
- To support with the organization all Performing Arts Events and Programmes within the school;
- To ensure high quality provision and showcase excellence within the Performing Arts programme;
- To oversee all Music and Drama community links in terms of extended trips and Personal Development in liaison with the Assistant Head of Extra Curricular Activities.

Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

<b>Key areas of accountability</b>	<b>Main duties &amp; responsibilities</b>
------------------------------------	---

**JOB DESCRIPTION**

1. Responsibility for the range and quality of all Performing Arts activities (creative and expressive arts, expeditions and outdoor education, community service, cultural activities and charity work) both in the timetabled daily lessons and in EA and post-school extended learning programme, including:

- Close liaison with and support of the Head of Drama and Head of Music, the Assistant Head of Extra Curricular Activities and Event Coordinators in both US and LS in developing their curricular and extra-curricular programmes.
- Coordinate whole school Performing Arts events in collaboration with the Events Coordinators in both schools to ensure all Performing Arts events run smoothly and to a high standard.
- Support the Head of Music and the Head of Drama to ensure that all staff are delivering programs with meaning and purpose and they are equipped with the knowledge, skills and training required.
- Line management of external activity specialist coaches and teachers pertaining to Performing Arts.
- Collaborate and monitor the performance of teachers and external specialists to ensure that programs delivered are of high quality.
- Work with EA coordinators to accurately monitoring student attendance and performance in Performing Arts EAs.
- In liaison with the Event coordinators of Performing Arts activities, develop an extensive range of competitive and collaborative opportunities for activities with appropriate schools and organisations in the Performing Arts.
- Managing the whole school Performing Arts budget.
- Oversight of the Performing Arts events within the whole school calendar.
- Strategic planning on the future aspirations of the Performing Arts programme.
- Development of the community links with in the Performing Arts curriculum and programme in collaboration with the Assistant Head of Communications.
- Showcasing excellence in the Performing Arts during Open Day events across the school.
- Recognising and celebrating pupils' development in the Performing Arts through extended learning opportunities outside the school.
- Overseeing the timetabling and line management of the Peripatetic music teachers.
- Coordinating the LAMDA programme throughout the school.

*Leadership for a better world*

**JOB DESCRIPTION**

<p>2. Coordinate and monitor the Performing Arts provision to ensure that it meets the needs of all students, both day and boarders and is of a high quality by:</p>	<ul style="list-style-type: none"> <li>• Working closely with Head of Music, Head of Drama and Event Coordinators from both schools to build up the provision of Performing Arts activities.</li> <li>• Provide effective opportunities in the Performing Arts programme to develop the leadership attributes in the School's vision statement, Leadership for a better world.</li> <li>• In liaison with the key staff members across both schools in developing an extensive range of inter-House competitions for the Performing Arts.</li> <li>• Provide a programme of activities and opportunities for boarding students to take part in activities and fully utilise the school's Music and Drama facilities, ensuring there is provision for adequate supervision.</li> </ul>
<p>3. Responsibility for the staffing, timetabling of Performing Arts activities and the use of facilities, including:</p>	<ul style="list-style-type: none"> <li>• Work in close liaison with the Assistant Head of ECAs and EA Coordinators in both the US and LS in managing the deployment of teaching staff to EA periods in the timetable.</li> <li>• Analysis of Performing Arts staffing levels and advising the Heads of School and Head Master on future requirements.</li> <li>• Coordinating the effective use of the school's facilities across both the LS and US to ensure the Performing Arts programme is efficiently implemented and keeping the SLT apprised of future development requirements in order to continue to provide a high quality Performing Arts programme(s).</li> </ul>
<p>4. Leading development and policy making on Performing Arts, including:</p>	<ul style="list-style-type: none"> <li>• Collaborate with Operations to prepare policies and procedures for external clubs; expectations of program delivery, Health and Safety (emergency procedures, AQI policy, Safeguarding).</li> <li>• Liaise with finance department to ensure the payments process for students is efficient and our external providers are paid with efficiency as needed.</li> <li>• Keeping up to date with local and international initiatives related to Performing Arts activities, and advising the Head Master and Governors on developments.</li> <li>• Development of the Dance and Movement curricula in liaison with Head of PE in both US and LS and Assistant Head of ECA.</li> </ul>



**HARROW**  
BEIJING

*Leadership for a better world*

## **JOB DESCRIPTION**

5. With the Heads of Schools and Head Master, along with other members of the SMT, work on planning for the future Performing Arts provision by:

- Maintain communication between the school and parents in regards to the Performing Arts provision.
- Seek feedback and evaluation on the schools EA and ELP programme from external providers, teachers, students and parents in collaboration with Assistant Head of ECA.
- Keep SMT in LS and US and SLT up to date with any feedback that needs to be acted upon and which will inform future programme development.
- Producing literature on Performing Art for parents and students.
- Producing the Performing Arts section in the Staff Handbook.

### **Key Relationships:**

#### Internal

- Assistant Head of ECA, US/LS Head of Music and Drama, External Providers or Coaches, EA and LSA Coordinators and Event Coordinators in US and LS including LAMDA
- HBJ Operations, Finance and HR Departments

#### External

- Parents, Governors and other educational providers as required.

### **Other important features or requirements of the job:**

#### Features

- Work closely with the School's leadership team to ensure effective implementation of the School's strategic plan and to take a central role in that process.
- To liaise with the Heads of School to ensure continuity in LAS systems across phases of the School.
- Attendance at extra-curricular events, parent information evenings, community events etc.
- Represent the school at official functions as and when requested by the Head Master.
- Proactively manage the transition between Lower and Upper Schools for both students and parents.
- Teaching load as required and specified by Heads of School.
- Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support.
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision.
- Be available to advise academic staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way.
- Assist the Heads of School in managing the budget effectively.

#### Requirements

- The ability and willingness to inspire others; leading by example, role modelling the School's vision statement Leadership for a better world in relationships with students, colleagues and parents.



*Leadership for a better world*

## JOB DESCRIPTION

- Appropriate teaching qualifications and experience.
- The ability and commitment to be an excellent teacher.
- A strong commitment to high standards of Teaching and Learning.
- A genuine commitment to the Safeguarding wellbeing and pastoral care of children.
- Interests and abilities that can enhance the School's extra-curricular enrichment programme.
- Excellent inter-personal skills with students, colleagues and parents.
- Excellent administrative, organisational, and ICT skills.

### III. Person Specification

	Essential	Desirable
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Be a role model for Harrow Staff Code of Conduct.</li> <li>• Support the School's values and ethos.</li> <li>• Be highly motivated, ambitious and collaborative and willing to take initiative.</li> <li>• Have high levels of honesty and integrity in aspects of their role.</li> <li>• Demonstrate empathy, humility and genuine care about staff, taking time to support, guide and motivate them.</li> <li>• Be able to think strategically and drive improvements in teaching and learning.</li> <li>• Maintain positive relationships with all staff.</li> <li>• Be flexible and able to manage change.</li> </ul>	<ul style="list-style-type: none"> <li>• Show evidence of establishing clear goals that led to improved student outcomes.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent organisational and interpersonal skills.</li> <li>▪ Excellent communication skills.</li> <li>▪ Outstanding knowledge of Teaching and Learning within each Key Stage including in depth knowledge of the Harrow Curriculum.</li> <li>▪ Excellent understanding of the age-related development of students in all phases.</li> <li>▪ Proven ability to differentiate teaching to meet learners' needs.</li> <li>▪ Ability to manage a team.</li> <li>• Ability to show strategic leadership in line with the school improvement plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specific programmes that support Teaching and Learning and Leadership and Service.</li> <li>• Inspirational leadership skills to support and motivate team members</li> <li>• Proven ability to improve learning outcomes of all students particularly Language and Learning students.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 4 years teaching experience, preferably in an international school.</li> <li>• Experience of leading or coordinating teams in relation to curriculum or pastoral matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of monitoring set targets in a specified action plan to evaluate and ensure progress.</li> <li>• Working with the community.</li> </ul>



*Leadership for a better world*

### **JOB DESCRIPTION**

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status and evidence of relevant in-service training.</li></ul>	<ul style="list-style-type: none"><li>• Coaching skills in various sporting areas.</li></ul>
-----------------------	--	--

#### **Acknowledgement**

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.