



The British School Yangon

Job Description: Director of Creative Arts

The Director of Creative Arts at BSY provides professional and inspirational leadership and management of the entire creative arts provision across the Primary and Secondary schools. The Director of Creative Arts will need to demonstrate the skills and experience necessary to provide educational leadership across all relevant areas working closely with staff across the school. They play a key part in raising teaching and learning standards through the quality of their own teaching, their leadership of the curriculum area and creative arts provision beyond the formal curriculum. The Director of Creative Arts is expected to support and contribute to the school development plan.

The Director of Creative Arts will have a key role to play in driving forward the quality of academic provision and helping BSY to deliver its promise of providing a world class education. They will be tasked with further raising the profile of art, drama and music across the school through the formal and informal curricula. A highly visible, ambitious and professional, full time member of our team, The Director of Creative Arts will inspire students and staff through their high expectations, passion for learning and dedication to raising achievement.

Specific Responsibilities

The Director of Creative Arts will:

1. Lead in all aspects of the creative arts provision, including music, art and drama across the whole school.
2. Lead the organisation of all external affiliations, such as BSF and COBIS related events.
3. Oversee the organisation of school creative arts events in liaison with other schools and organisations.
4. In liaison with the necessary senior staff, develop an extensive range of Inter-House competitions.
5. Have a clear overall strategy for both the development of the creative arts at BSY and the participation by pupils of all abilities in creative arts activities for enjoyment and lifelong engagement.
6. Maintain a teaching load appropriate to the position, including the participation of co-curricular activities if appropriate, and as agreed with the Heads of Schools.
7. Ensure all creative arts events are documented in the Whole School Calendar to provide a yearly schedule.
8. To plan, organise and lead a programme of musical events at BSY for each term and as a part of an overall programme through the year.
9. Appoint, manage and assess suitable Visiting Music Teachers (VMT), to meet the demand for lessons in the School.
10. Organise the VMT lesson schedule and consult regularly with the VMT staff to ensure that there is appropriate co-ordination across the Department.
11. Co-ordinate the work of the peripatetic music teachers and support pupils in identifying the most appropriate individual instruments.
12. Act as an ambassador for music at BSY both within the School and beyond.
13. Support cross-curricular events that might benefit from the involvement of the creative arts, links with other international schools and the development of partnership initiatives.
14. Show a willingness to work the hours that the job requires, notably the commitments during evenings and over some weekends.
15. Organise, lead and hold activities and events, including trips, to raise the profile of the creative arts within the community.
16. Lead, direct, manage and stage all annual School Productions.
17. Work closely and effectively with other relevant HoDs to ensure high quality performances across the creative arts.
18. Ensure a safe working environment in the studio/theatre and practice rooms

Other Key Leadership Responsibilities

1. Have knowledge and understanding of relevant subject area(s) and the most recent developments in curriculum, assessment and pedagogy and plan for their implementation as appropriate.
2. Lead the development of programmes of study for all key stages including selecting the most appropriate public exam courses and producing the subject (I)GCSE and IB options booklet entries.
3. Ensure the effective, consistent use of school systems and data for target setting, tracking, interventions, reporting and communicating with colleagues, parents and other key stakeholders.
4. Monitor the progress made in achieving faculty plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
5. Play a full role in advising pupils, parents and the Head of Secondary of the suitability of pupils for (I)GCSE and IB subjects.
6. Ensure that teaching and learning methods are impactful, based on evidence and are appropriate to the subject.
7. Ensure the effective development of pupils' literacy and numeracy through the subject.
8. Make sure that the department makes an active contribution to subject enrichment, beyond the confines of the prescribed curriculum.

9. Establish clear expectations and constructive working relationships among staff, including through team working and mutual support; devolving responsibilities and delegating tasks, demonstrating good evaluative practice, and embracing accountability and mature professional dialogue.
10. Lead professional development through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary such as regional and local cluster groups, higher education, and subject associations.
11. Establish staff and resource needs and advise the Heads of Schools and senior managers of likely priorities for expenditure, allocating available resources with maximum efficiency to meet the objectives of the school and subject plans and achieve value for money.
12. Communicate regularly with the pastoral teams, sharing information to support student success.

The British School of Yangon

Signed:

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Adam Johnson

Headteacher

Date:

Employee

Signed:

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Date: