

Director of Creative Arts

|  |  |
| --- | --- |
| **LOCATION** | The British School Yangon |
| **JOB TITLE** | Director of Creative Arts |
| **JOB PURPOSE** | As Director of Creative Arts you will lead the provision of the creative arts across the school, from EYFS to KS5. Encompassing Music, Art, Drama, and from August 2020, Dance, this growing and creative team will look to you for leadership, inspiration and innovation.  As a Drama practitioner your confident, engaging communication skills will elicit the best from colleagues and students alike and as a passionate advocate for the Arts more widely, you will play a key role in promoting your subjects within and beyond the school community.  You will champion and lead the Juilliard collaboration in school, ensuring that students at The British School Yangon are fully able to engage with and benefit from world-leading curriculum resources and approaches to practice shared and taught by experts in their fields.  As part of a busy international school, you will be happy to contribute to the wider life of the school, offering After School clubs, plays and productions and organising enrichment activities to support curriculum delivery. |
| **REPORTING TO** | Head of Secondary & Principal, ( Heads of Primary and EYFS) |
| **DIRECT REPORTS** | Creative Arts department |
| **OTHER KEY**  **RELATIONSHIPS** | Students, families (current or prospective) |
| **PACKAGE** | Competitive |
| **SAFER PRACTICES** | **The British School Yangon, 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 references from previous employers in accordance with our recruitment policy. Interviews will be conducted in person, and they will explore candidate's’ suitability to work with children.** |
| **General Responsibilities**  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. A highly visible, ambitious and professional, full time member of our team, The Director of Sport will inspire students and staff through their high expectations, passion for learning and dedication to raising achievement.  All members of staff must   * Promote the ‘mission’ and philosophy of the school ensuring that children are working towards being true international citizens; * Ensure that planning, preparation, recording, assessment and reporting are of the highest quality and meet the varying learning and social needs of students; * Be flexible and adjust to the needs of the school, actively contributing to the school development plans and growth; * Demonstrate thorough curriculum knowledge; * Teach and assess effectively; * Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school’s aspirations and priorities; * Take personal responsibility for professional development and to keep up to date with educational research to enable us to deliver excellent learning. * Communicate effectively the school’s narrative, being an ambassador for our school at all times. | |
| **Specifics pertaining to the role**   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 NAE, Julliard and FOBISIA 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. Ensure all creative arts events are documented in the Whole School Calendar to provide a yearly schedule. 7. To plan, organise and lead a programme of creative arts events at BSY for each term and as a part of an overall programme through the year. 8. Appoint, manage and assess suitable Visiting Music Teachers (VMT), to meet the demand for lessons in the School. 9. Organise the VMT lesson schedule and consult regularly with the VMT staff to ensure that there is appropriate co-ordination across the Department. 10. Oversee the work of the peripatetic music teachers and support pupils in identifying the most appropriate individual instruments. 11. Act as an ambassador for the creative arts at BSY both within the School and beyond. 12. 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. 13. Show a willingness to work the hours that the job requires, notably the commitments during evenings and over some weekends. 14. Organise, lead and hold activities and events, including trips, to raise the profile of the creative arts within the community. 15. Lead, direct, manage and stage all annual School Productions. 16. Work closely and effectively with colleagues to ensure high quality performances across the creative arts. 17. Ensure a safe working environment in the studio/theatre and practice rooms 18. Assist with the marketing of all the creative arts in liaison with the school MAC. | |
| **Pastoral and academic care**   1. Promote and safeguard the welfare of all students. 2. Liaise with Senior Leadership team, administrative staff and parents in matters of an academic and pastoral nature. 3. To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children. 4. Help oversee the completion of school reports. 5. Contribute towards PTCs in line with the Secondary School calendar. 6. Play a leading role in the behaviour management of students, referring situations to the appropriate member of SLT as necessary. | |
| **Curriculum**   1. Oversee the development of a progressive and challenging curriculum. 2. Ensure that the subject content (knowledge) is clearly articulated across and between year groups. 3. Develop Knowledge Organisers that clearly document the core and enduring knowledge that students will learn in each unit of study. 4. Develop unit plans that focus on lesson sequences rather than individual lessons and that clearly layout the core and supporting knowledge students will encounter and learn during the unit and how their understanding will be assessed. | |
| **Teaching and Learning**   1. Teach a reduced timetable of approximately 18 hours each week. 2. Help organise and oversee the school’s quality assurance programme across the creative arts. 3. Monitor the academic progress of students in the creative arts. 4. Ensure that assessment and feedback strategies are of the highest standards and have a direct impact on improving the quality of teaching and learning. 5. Maintain effective regular tracking and monitoring of the progress of each student, meeting with, and intervening with any underperforming students. | |
| **Extra-Curricular Activities**   1. Support the life of the school beyond the classroom. 2. Undertake the planning and organisation of day and residential trips within the subject as required. 3. Deliver extra-curricular clubs in line with the school’s expectations. 4. Support all Key stage events such as productions and assemblies. | |
| **Leadership & Management of Others**   1. Act as a role model for staff and students by demonstrating high quality leadership and teaching, continuous professional development and professional presence across the creative arts department. 2. Lead and line manage all creative arts staff and maintain regular formal and informal contact with them. 3. Ensure that all staff follow the expectations of the school and maintain the highest professional standards at all times. 4. Ensure all faculty staff understand, and are actively implementing the key aspects of the school’s policies including those for behaviour, attendance, uniform and safeguarding. 5. Set the agenda for Department/Faculty meetings which should include a development item. 6. Contribute to and lead (as appropriate) key school events; for example The School Production, Primary and Secondary’s Got Talent, Primary Music, options evening and Intercultural Day | |

|  |  |
| --- | --- |
| **PERSON SPECIFICATIONS** | |
| **Qualifications/Training** | |
| * Qualified to degree level or above plus PGCE/QTS | Essential |
| * Experience of delivering GCSE and A Level | Desirable |
| * Experience of teaching KS1, KS2 and/or KS3 English National Curriculum | Essential |
| **Experience** | |
| * Proven record of teaching experience | Essential |
| * Proven Track record of leadership and innovation either of a department or   evidence of taking the initiative to enhance learning across a department or school | Essential |
| * Experience of being part of a highly successful department and school | Highly Desirable |
| * Good classroom practice and interpersonal skills | Essential |
| * Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly | Essential |
| * Working in partnership with parents | Essential |
| **Skills** | |
| * Excellent oral and written communication skills | Essential |
| * Experience of leading meetings or INSET sessions | Essential |
| * Range of teaching experience with different age-ranges and English proficiency levels. | Desirable |
| * Ability to engage children and enable them to perform highly | Essential |
| * Evidence of commitment to continuous professional development | Essential |
| * Confident global citizen or a willingness to become one | Desirable |
| * Understand the complex and demanding environment of an international school community | Desirable |
| **Personal Attributes** | |
| * High levels of personal integrity. | Essential |
| * Excellent organisational and time-management skills | Essential |
| * Attention to detail | Essential |
| * Passionate about education and young people | Essential |
| * Ability to work under pressure and remain calm | Essential |
| * Willingness to take on multiple tasks | Essential |
| * Proactive and able to prompt others to ensure deadlines are achieved | Essential |
| * Self-motivated and enthusiastic | Essential |
| * Ability to work independently | Essential |
| * Continually strive for improvement and to continued professional development | Essential |
| * Adaptability | Essential |
| * Consistent and measured with a track record of upholding and championing school policies | Essential |

|  |
| --- |
| **Other** |
| * Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. * Compliance with visa requirements for working in Myanmar. * A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required |

|  |  |
| --- | --- |
| **PHILOSOPHY AND VALUES** | |
| **We are ambitious for our students, our people and our family of schools. We believe that:**   * There is no limit to what every person can achieve. * Creativity and challenge help us get better every day. * Learning should be personalised. * Unique global opportunities enhance the learning experience.   **The NAE Commitment**  At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition.** These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.  **Promote and embodies *The CORE 7 Leadership Capabilities:***   * **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance. * **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction * **Collaborative** – Works collaboratively with others to achieve organisational outcomes * **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success * **Enabling** – Drives excellence through valuing and developing others * **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment * **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations | * Role-model the ‘Be Ambitious’ philosophy each day * Feedback as a valued member of the team and the wider organisation |

6th December, 2019

Dear Applicant,

A little about Nord Anglia Education:

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 66 schools located in countries all around the world supporting our students’ learning. Together, we educate over 60,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students’ academic achievement exceeds global averages across every key stage. On average, our students’ score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world’s top 100 universities.

NAE chools are amongst the most respected premium schools in their markets and are a very popular choice for parents. I hope that you will take the time to look at our website and learn more about the fabulous school we have here in Yangon, and how you could become a part of our team.

Warm regards,

**Tor Del Federico**

**Principal**