



## HEAD OF PERFORMING ARTS (WITH DRAMA) JOB DESCRIPTION

LOCATION	BRITISH VIETNAMESE INTERNATIONAL SCHOOL HANOI	
JOB PURPOSE	To lead and provide day-to-day management and organisation of the Performing Arts Department whole-school. As a key middle leader, the post-holder will assist in developing long-term strategies to raise standards in the subject(s) and the school generally.	
REPORTING TO	Senior Leadership Team	
DIRECT REPORTS	Teachers of the subject in the department	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none"><li>School Leadership Team, Heads of Year, Examinations Officer</li></ul>	External: <ul style="list-style-type: none"><li>Parents, NAE colleagues, FOBISIA, Juilliard</li></ul>
KEY RESULTS AREA		
LEADERSHIP OF PERFORMING ARTS (WITH DRAMA GCSE AND A LEVEL TEACHING)		
<ul style="list-style-type: none"><li>As a key middle leader, the post-holder will have a strategic vision for, and raise standards in, Performing Arts provision both within the formal academic curriculum and the co-curricular provision, for all year levels, Year 7 - Year 13.</li><li>Continue to raise the profile of our Performing Arts provision to the wider school community, fostering strong external partnerships, providing a breadth of opportunities for our students.</li><li>Have a vision for excellence in the Performing Arts provision and set high standards for all members of the Performing Arts team.</li><li>To lead and provide day-to-day management of the highly successful Performing Arts secondary department, including the organisation of high quality internal and external performances, including Secondary Production.</li><li>Lead regular, effective subject department meetings with an operational and strategic focus, including during INSET days.</li><li>Maintain positive partnerships through our collaboration with Juilliard to ensure high quality classroom practice and professional development opportunities for members of the team.</li><li>Contribute positively and constructively to leaders meetings, having a whole-school perspective.</li><li>Analyse department performance, identifying both good practice and areas for improvement, using these to present the yearly Subject Review Meeting, and write an annual section development plan</li><li>To lead the department in reporting, parent conferences and parent connect sessions.</li></ul>		
TEACHING AND LEARNING		
<ul style="list-style-type: none"><li>Champion high quality teaching and learning by providing regular feedback to teachers and modeling high standards.</li><li>Support positive behaviour management in the classrooms within the department.</li><li>Lead the ongoing development of the curriculum, teaching and learning standards, and departmental resources across Secondary.</li><li>Encourage a culture of collaboration, risk-taking, and support within the team, and promote a shared vision.</li></ul>		

- Monitor the quality of homework in the subject in terms of consistency, relevance, marking and feedback to the children.

## PEOPLE MANAGEMENT

- Create relationships that engender trust and motivation within the department and role model strong communication skills.
- Establish coaching relationships based on mutual respect with team members.
- Support the professional development of team members, providing support and challenge within the department and appropriate external professional development.
- To provide effective line and SuccessFactors management for all staff who teach within the Department.
- In collaboration with SLT, deploy staff to ensure best use of staff skills.
- Liaise with the SLT on training and development needs.
- Work with the Julliard link staff who support the training and development of our students, curriculum and staff.

## ASSESSMENT

- Contribute to a culture of ongoing formative assessment, where students are active agents in their reflection and learning
- To ensure the consistent use and management of assessment and reporting data to support student progress (quantitative and qualitative) and effective report writing
- Liaise with SLT/iSAMS coordinator to maintain department academic records of all students
- Collate data/levels to monitor and track progress, analyse trends
- Oversee setting and movement between sets where appropriate
- Oversee student assessment (summative and formative) and reporting for the department.

## CURRICULUM

- To be responsible for the continued implementation and delivery of the Julliard Curriculum in Performing Arts.
- Oversee preparation and development of high-quality schemes of learning, that incorporate local and global contexts, connecting students with the performing arts community in Hanoi.
- Monitor and evaluate curriculum provision and continuity for students.
- Continue to embed digital literacy skills within the art classroom context, to prepare students with skills to flourish creatively in a 21<sup>st</sup> century context.
- Participate in the formulation of school handbooks and other materials that support the delivery and marketing of the curriculum.
- Coordinate the presentation of department curriculum at Options Evenings.
- Liaise with other subjects to create cross-curricular opportunities.
- Delivery of external examination IGCSE and A level Drama courses.
- To work and liaise with the Headteacher on the development of the Performing arts curriculum.
- Liaise with the Headteacher to ensure continuity of the progression of skills across the curriculum

## ADMINISTRATION/DEVELOPMENT:

- Lead regular, effective subject department meetings with an operational and strategic focus, including during INSET days.
- Support the professional development of team members, providing support and challenge within the department and appropriate external professional development.
- Take responsibility for upholding health and safety practices, completing risk assessments/near misses or accident reports as appropriate and ensuring that registers as appropriate are completed accurately.
- Assist the SLT in the creation of the timetables.
- Liaise with SLT to produce an annual requisition.
- Oversee organisation of Department aspect of special days, festivals, House events, assemblies, public speaking, special focus Weeks.

**Commented [LS1]:** We need an A Level drama teacher how will this be achieved if the HOD is not a drama teacher?

- Oversee provision of subject related trips
- Maintain good quality display in classrooms and public areas which relate to the children's learning

#### PERSONAL DEVELOPMENT

- Continual development through the identification and implementation of your own Personal Development Plan, using the SuccessFactors system

#### OTHER

- Promote and embodies *The CORE 7 Leadership Capabilities*:
  1. **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
  2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
  3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes
  4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
  5. **Enabling** – Drives excellence through valuing and developing others
  6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
  7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations
- Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation
- A commitment to safeguarding and promoting the welfare of all pupils.
- Willingness to undertake appropriate child protection training when required

#### PERSONAL SPECIFICATIONS

- **Qualifications/Training**
  - Degree in relevant field and plus teaching qualification – Essential
  - Leadership training - Desirable
  - CELTA/DELTA or Equivalent - Desirable
  - Master's Degree - Desirable
- **Experience / Knowledge**
  - Good working knowledge of the English National Curriculum, IGCSE and A level Drama- Essential
  - Excellent classroom practice – Essential
  - Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies – Essential
  - International experience – Desirable
  - Knowledge of EAL in the mainstream – Desirable
  - Subject leadership experience – Desirable
- **Skills**
  - Proven ability to develop good personal relationships - Essential
  - High level of IT competence – Essential
  - Proven ability to develop opportunities for parental involvement - Desirable
  - Use of iSAMS - Desirable

#### PERSONAL ATTRIBUTES

- Excellent interpersonal skills - Essential
- High levels of personal integrity - Essential
- Excellent organisational and time-management skills - Essential
- Attention to detail - 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 - Essential
- Appearance and profile is professional - Essential
- Adaptability - Essential
- Sense of Humour - Essential

## CREATE YOUR FUTURE

We're [Nord Anglia Education](#), one of the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.

## OTHER CONDITIONS

Compliance with visa requirements for working in **Vietnam**

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.