

JOB DESCRIPTION

Director of Creative Arts

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

In addition to the requirements of a teacher, (areas of responsibility and key tasks):

A. Strategic Direction and Development of the Creative Arts Department

To

- Be responsible in the implementation of an engaging and creative Arts curriculum
- Lead on teaching and learning initiatives in the Creative Arts Department to deliver a curriculum that is rich, balanced, creative and innovative, and which meets the needs of all children
- Keep abreast of developments in educational thinking and research and update curriculum and teaching in line with developments
- Create a department handbook and plan and structure schemes of work to ensure that students are appropriately challenged, make strong progress and are enthused and inspired by their Creative Arts lessons
- Liaise with the Teachers, Heads of Years or SENCO to ensure that students of all abilities receive the most appropriate support or extension, ensuring that intervention strategies are in place and monitored
- Chair department meetings to develop targets within the department and monitor progress towards achieving department goals
- To be responsible for the Creative Arts Department budget, including planning, recording and reviewing expenditure as appropriate
- Inspire, motivate and develop staff, and actively promote teamwork and collaboration.
- Have a secure understanding of the strengths and areas for developments of individual teachers within the Creative Arts team and utilise their skill set
- Promote high expectations in staff and students of behaviour, attitudes to learning and outcomes..
- Undertake regular quality assurance to ensure that students and colleagues are performing according to expectations
- In conjunction with the Head of Secondary, monitor the quality of teaching and learning in the Creative Arts Department, to ensure consistency and high standards
- Contribute positively towards the CPD of all members of the department and contribute towards staff insets and share good practice with all staff on a regular basis
- Enrich Creative Arts opportunities by promoting and organising: extra curricular clubs, peripatetic teaching, visiting artists or workshops, educational trips and in-house exhibitions/performances

B. Teaching and Learning

To

- Be the lead teacher of Creative Arts within the department and inspire colleagues to continue to develop their practice
- Demonstrate high standards in planning and assessment and strive to raising standards of attainment and achievement
- Ensure an appropriately differentiated curriculum is created and delivered
- Make use of data effectively to analyse and inform pupil progress, as well as track student performance and progress
- Monitor Students' progress and ensure appropriate support is provided.

C. General

To

- Attend faculty and parent meetings as reasonably requested by the Principal
- Undertake additional duties including playground, lunchtime as reasonably requested by the Principal
- Reappraise performance, participate in training and be aware of best practice and legislation
- Be familiar and work within the required Health and Safety standards as laid out in the School's policy and administered through the Health and Safety Officer
- Attend and support department or school events throughout the year

D. Personal Specification and Experience

To

- Have appropriate qualifications; qualified teacher (degree or equivalent) and degree in one of the Creative Arts
- Be a dedicated and committed classroom teacher and role model
- Have an active commitment to the safeguarding and welfare of children
- Have strong interpersonal skills that inspire confidence
- Be an effective communicator with students, parents and colleagues alike
- Have a love of the Arts and learning
- Good knowledge of Common Entrance requirements
- The ability to work collaboratively and supportively
- Have commitment to the protection and safeguarding of children
- Have good IT skills and be prepared to embrace technological innovations
- Have effective classroom management strategies and commitment to ongoing professional development
- Be willing to contribute to the co-curricular life of the school
- Have enthusiasm for teaching, empathy with young people and a sense of humour

E. Other

Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures.

Act as safely at work as you would elsewhere, if not more so

You should take reasonable care of your health and safety no matter where you are or what you're doing. This is especially true in the workplace, where your actions can affect both your own safety and that of others. It's important to cooperate with your employer, make sure you receive the proper training for your job, and understand and follow your company's health and safety policies. In addition to your company's policies, there are generally accepted safe work practices and laws by which you should also abide.

Use the tools available to you to maintain a safe environment

AAESS will provide you with tools to ensure your health and safety at work. It's your responsibility as an employee to use them. Observe health and safety signs, posters, warning signals, and written directions. Follow safe practices and specific guidance from Safety Data Sheets (SDS) or chemical label instructions, if your work involves hazardous materials. Use engineering controls and personal protective equipment (PPE) appropriate to your work. It's also important that you never interfere with or misuse anything that's been provided for your health, safety or welfare.

Educate yourself on hazards, safety practices, and rules

When you're first hired, AAESS will provide you with adequate training for the work you are expected to perform, including the tools you will need to get the job done. They'll train you on company safety policies and potential hazards. However, this is not where your on-the-job education should end. It is up to you, the employee, to continue to educate yourself. Learn about potential hazards associated with your work and work area, know where information on these hazards is kept for review, and use this information when needed.

Make sure you are familiar with AAESS' emergency response plan and participate in emergency drills so this information is always fresh on your mind. Participate in health and safety training when it is available, as well as monitoring programs and inspections as applicable to the work situation. Being in a state of continuing education will help you recognize when you are not qualified or adequately trained for a work task, which will prevent you from operating equipment or machinery unless you've been adequately trained.

Communicate about unsafe practices and conditions

You are the first line of defence against unsafe practices. When you are aware of hazardous conditions or behaviour, defective equipment, or other hazards, it is your responsibility to warn your co-workers to keep them out of harm's

way. You should report all unsafe acts, unsafe conditions, illnesses and injuries to the appropriate person at your company.

No one knows your job or tools better than you do – if you think a job or task is unsafe, stop the work and communicate your concerns with your supervisor. You should also consider ways to make a process or equipment safer and communicate those as well.

Person Specification

Director of Creative Arts	
2 Years experience not including training period	✓
QTS with Teacher Number – for NQTs confirmation from PGCE provider	✓
Show leadership and management in the role	✓
Awareness of the National Curriculum	✓
Deliver consistently good or outstanding lessons	✓
Contribute to the planning and implementation of the curriculum in accordance with National Curriculum, School and subject guidelines	✓
Good knowledge and experience of the British Education System	✓
Well organised, good time manager and able to meet deadlines	✓
Possess up to date subject knowledge (an experience of computing desirable)	✓
Application form and accompanying information completed to a high standard	✓
Experience of teaching secondary age students for Creative Arts	✓
Evidence of experience including teaching practice in a similar school	✓
Effective teacher able to bring about high quality pupil learning	✓
Ability to contribute to the aims of the school	✓
Utilise pupil data to support progress	✓
Ability to be part of a Team. High level of interpersonal skills, ability to relate well to pupils, colleagues and parents	✓
Good role model for pupils	✓
Integrity, enthusiasm, sense of humour, ability to manage stress effectively. High energy levels.	✓
A liking of young people and passionate desire to see them reach their full potential	✓
Provide Two references which confirm satisfactory standard of work, relationships with pupils and relationships with staff and parents	✓
Commitment to safeguarding young people, appropriate DBS record	✓