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| **job description**  |
| **Job Title** | **Head of expressive arts (music specialist)** |
| **Status** | permanent |
| **Pay Range** | competitive commensurate with experience |
| **Primary Purpose of the Job**  | * **To raise standards and outcomes for all students**
* **To establish common standards of practice that are aligned and consistent with whole school practices and develop teaching and learning that is consistently good or better across Expressive Arts**
* **To monitor and continually improve the curriculum and quality of teaching within Expressive Arts so that it challenges students to think, shows them clearly what success looks like and engages them so they make exceptional progress**
* **To identify any underperforming students and implement appropriate actions to ensure no student is left behind and no student is held back**
* **To create a positive and challenging learning environment that encourages high expectations and fosters the whole school ethos of raising aspirations, achieving excellence and ensuring every child is known and feels valued**
* **To continue to uphold and embed the whole school culture and ethos in line with our core purpose and values within the department**
* **A commitment to developing your own leadership skills**

The postholder will be required to plan, arrange and participate in performances and events including those out of school hours and at external locations.The current conditions of employment of school teachers laid down by the DfE will apply and the post holder will be required to fulfil the following responsibilities: |
| **Responsible to** | SLT / Headteacher |
| **Principal Responsibilities**  | Raise standards and outcomes for all students by focusing on improving the quality of teaching in Expressive Arts (Music) and ensuring through laser sharp data tracking and intervention that no student is left behind and no student in held back |

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| **Department Development:*** To act as a positive role model and to inspire department members by personal example and hard work
* To build a departmental vision and set values that support the aims, priorities and ethos of the school
* To liaise with the department in the production of the Departmental Development Plan and SEF ensuring both are in line with the School Development Plan and SEF and regularly monitor progress towards the KPIs set
* To use self-evaluation and development planning as an opportunity and tool to raise aspiration and achievement
* To design and implement an Expressive Arts curriculum that challenges students to think, engages them and allows them to achieve the best outcomes
* To effectively monitor curriculum development and respond to national and local initiatives
* To lead and support other staff in the development of appropriate syllabus, resources, schemes of work, marking, policies, teaching and learning and assessment strategies within the department
* To seek ways of constantly raising standards of students’ attainment and support students’ progress
* Coach other staff to raise standards of attainment and accelerate student’s progress where necessary
* To keep up-to-date with national developments not only in the subject area but also in teaching and learning practice and methodology
* To ensure that Expressive Arts classrooms and the Expressive Arts area provides a positive and safe environment which promotes well-being, raises aspirations and high achievement for all
* To set challenging and aspirational targets to develop all students academically, emotionally, spiritually and socially and coach other staff within the team to do the same
* To co-ordinate appropriate and timely intervention for students that fall off their flightpath at each key stage
* To develop and support implementation of appropriate 24/7 learning resources to support students’ progress outside of the classroom and ensure the quality of these is regularly reviewed and monitored
* To convene and chair regular departmental meetings, producing an agenda and ensuring effective minutes are recorded and retained
* To lead and promote outstanding literacy teaching in the department in line with the whole school literacy policy
* To manage the available resources of staff, money and equipment effectively within the limits guidelines and procedures determined by the school
* Be responsible for ensuring the ordered management of student behaviour within the department and that the School’s Behaviour Management Policy is consistently adhered to and applied. Ensure this is upheld across the department
* To ensure that reward systems are operated and that student achievement is regularly celebrated within the department

**Continual Professional Development:*** To take part in (at least) an annual 360 diagnostic review of leadership and act reflectively on this to improve the quality of leadership

**Assessment, recording and reporting:*** Analyse and interpret performance data and monitor and evaluate performance to identify areas to improve and implement the necessary actions to drive through improvement
* Ensure the quality of marking, assessment, including AFL and the setting of homework within the school’s agreed marking and assessment and homework policy, is being adhered to across the team and is having a positive impact on helping students improve their work

**Quality Assurance*** Are responsible for relentlessly improving the quality of teaching within the department
* Monitor and evaluate the success of the department in accordance with the school’s Quality Assurance Policy
* Implement the process of action planning, target setting and monitoring within the department
* Identify and celebrate areas of success for individual teachers and the department
* Identify and challenge areas of underperformance for individual teachers and the department
* Ensure the maintenance of accurate and up-to-date information concerning the department on the school system
* Make use of analysis and evaluation of performance data provided
* Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken

**Staffing*** Lead the professional development of department members
* Establish and maintain effective and appropriate professional and personal relationship at all levels and lead and support all department members in ensuring positive team-work/working relationships
* Identify development opportunities for staff within the department and delegate tasks in a way which maximises the use of available talent
* Undertake performance management reviews for staff within the department
* Participate, when appropriate in the interview/selection process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
* Make appropriate arrangements for students and staff in line with whole school policy when staff are absent

**Communications:** * To communicate effectively with the parents/carers of students as appropriate
* Where appropriate, to communicate and co-operate with bodies outside the school
* To follow agreed policies for communications in the school
* To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools
* To contribute to the development of effective subject links with external agencies

**Care Guidance and Support:** * When required: to run an intervention form to support students who have fallen off their flightpath in Expressive Arts
* To promote the general progress and well-being of individual students in the intervention form group
* To liaise with Year Leaders and other key staff to ensure implementation of the Pastoral System in the intervention form group
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
* To evaluate and monitor the progress of students in the intervention form and keep up-to-date student records
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
* To communicate with the parents/carers of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
* To apply the St Patrick’s Way and other Behaviour for Learning systems so that effective learning can take place

**General Duties:** * To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To promote actively the school’s policies and to comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, or any subsequent legislation
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| **This job description may be amended at any time following discussions between the Headteacher and the post holder and will be reviewed annually as part of the school self-review programme.** |

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| **Date Job Description prepared/updated / by** | March 2019 / Mrs V Lynch |