

**Job Description**

**Job Title:** Subject Leader for Performing Arts

**Location:** Kingsley Academy

**Hours of work:** Full Time

**Reports to:** Director of Faculty - Creative & Performing Arts/SLT

**Overall Responsibilities:**

* The delivery and teaching of Drama
* To provide professional leadership and management for students and staff within the Department;
* To be accountable for the results and performance of the subject areas (Music & Drama);
* To support, develop and lead their team, thereby making a measurable contribution to whole school targets.

**Main Duties:**

At strategic level, to:

* Actively support the Headteacher and SLTin their work to raise aspirations, progress and attainment for all pupils at Kingsley Academy.
* Actively support and secure the commitment of the Subject Area to the vision, direction, climate, culture and policies of the Academy and lead by example at all times.
* Be a presence around the school and take responsibility for dealing with issues which arise.
* Actively work with the Headteacher and SLT in envisioning, planning, implementing, monitoring and reviewing the SEF, plans (Academy Improvement Plans), policies and procedures; contributing to a Faculty SEF and Improvement Plan based on the needs of both the Faculty and the whole academy.

At Subject Leadership Level, to:

**(i)** Promote and ensure high levels of progress and attainment within the Department, and support the SLT in promoting these school-wide; **judge standards and monitor achievement across specific subject areas (Music and Drama)**

* Through the use of data, to monitor the progress and attainment of all students taught in Music and Drama, as well as targeted groups of students such as those vulnerable to underachievement and to use this data.
* To plan and deliver effective intervention strategies
* To review with members of your Subject Area their assessments of progress for classes and individuals, including forensic sampling of books and students’ work
* To report on progress towards targets
* To discuss work, progress and attitudes with samples of students
* Promote and ensure high levels of outstanding student behaviour and engagement so that all learn and make the very most of their capabilities and interests within Music and Drama; ensure Subject Area classrooms provide a stimulating, challenging and safe environment; secure effective, independent learners; ensure that risks are properly assessed and concerns are reported and acted upon
* Support and assist staff within your Subject Areas to ensure they understand and are actively implementing the school’s agreed policies and procedures, such as the behaviour policy, Kingsley Academy teaching expectations, performance data analysis, timely data input; to ensure policies and administrative procedures reflect these
* Plan the most effective grouping of students to meet all needs

**(ii) Evaluate teaching**

* Monitor through observation and spot checks the quality of teaching and learning in Music and Drama and provide regular feedback for their team so that good practice is known and disseminated within your Subject Area and wider school and, where necessary, areas for development and appropriate strategies for support are identified and implemented
* Evaluate and modify/create as necessary Schemes of Learning to ensure that they focus on consistent and effective teaching and learning which reflects current curriculum changes and the school’s curriculum ambition.
* Review teachers’ planning alongside the SLT line manager
* To discuss with students AfL, self and peer assessment, independent learning opportunities, their ability to see the relevance of the subject across other areas
* Take full responsibility for the management of students in your Subject Area by using effective strategies at an early stage, thus avoiding the need to refer problems to others

**(iii) Lead sustainable improvement**

* Ensure all staff within Music and Drama are clear as to whole school expectations and targets**,** as well as Subject Area and individual targets and their role in achieving these
* Support, facilitate and monitor the progress of the Faculty’s Improvement Plans to ensure the Academy priorities are clear to their Subject Area and that the Subject Area sets appropriate and relevant priorities for its own development and progress; monitor the Improvement Plan at each meeting
* Set Performance Management/Appraisal targets which meet the Academy Improvement Plan priorities and which will have a tangible impact on pupil progress and the teaching quality in Music and Drama
* To review and report annually on the standards of leadership, teaching and learning in Music and Drama with the writing of their exam analysis, Self Evaluation, and Subject Area Review.
* Ensure appropriate and inclusive curricula and that the assessment procedures are robust and implemented; to ensure they take responsibility for curriculum development and monitoring; to be informed of current developments within their area; to work with the Assistant Headteacher in reviewing the curriculum annually
* Lead groups of staff in development activities and evaluate outcomes
* Provide, as appropriate, support, training and development opportunities for Faculty staff, NQTs, GTPs, ITTs, supply teachers and new staff

**(iv) Managing the teams**

* Ensure communication and strong partnershipsare ongoing, effective and efficient by

(i)meeting regularly with the SLT Line Manager to ensure s/he is fully apprised of the successes, issues and concerns of the Faculty

(ii)working proactively with all stakeholders, and especially parents**,** so that they are informed about issues as they relate to the Subject Area: curriculum, standards, behaviour, attendance, policies, practices, targets and development, for example

* Ensure the efficient and effective use of funding and resources to address the need for meeting best value criteria
* Take on tasks related to day to day administration, organisation or any additional responsibilities in the school as reasonably requested by the Headteacher

**Other clauses:**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher/Group/Chief Executive
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
5. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Subject Leader Geography**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications & Experience** | Specific qualifications | * Right to work in the UK | * N/A |
| Qualifications required for the role | * Degree in subject * QTS |  |
| Specific Knowledge/  Experience | * experience of working within secondary sector KS3 -5 * sound classroom management skills * ability to work as part of a team * ability to work with a range of colleagues * excellent knowledge of subject area * evidence of good outcomes * creative and engaging teaching style * commitment to raising standards of achievement and to achieving school targets * willingness to provide extra-curricular activities | * experience of working in multi-ethnic school |
| **Behaviours** | Line management responsibilities | lead members of team |  |
| Skills/Abilities  Sound evidence of: | * willingness to attend events organised for students and parents * willingness to contribute to additional duties i.e. lunch duty * commitment and ability to meet deadlines * commitment to CPD * flexibility * organisation * energy * determination |  |
| Scope of the role | * Teach core subject from KS3-5 |  |
| Budget   * size and responsibilities * advice impact on budget | monitor spending of department budget and ensure appropriate uses thereof |  |
| DBS | * This post is subject to receipt of a Disclosure and Barring Service Certificate | * N/A |
| Special requirements | * Evidence of a commitment to promoting the welfare and safeguarding of children and young people * Ability to travel as required | * N/A |