**Job Title and Level**

Head of Creative Arts (MS/Plus TLR)

**Main Purpose of the Role**

The Head of Creative Arts is a key leadership position at St Annes RC Voluntary Academy, a small-sized 11-16 fully comprehensive secondary school. The primary purpose of this role is to lead the Creative Arts Department, which includes Art, Music, and Drama, and to ensure high-quality teaching and learning outcomes for students. The Head of Creative Arts will also support the Senior Leadership Team in achieving the school's vision of "being outstanding in all we do" and upholding the Catholic ethos of the institution.

**Key Responsibilities and Duties**

**Leadership and Management of the Creative Arts Department**

* Lead the Creative Arts Department, overseeing Art, Music, and Drama, and ensuring a cohesive and effective curriculum delivery.
* Teach Art as the main subject, and be flexible to teach KS3 Music and Drama if required.
* Develop and implement a clear vision and strategic plan for the Creative Arts Department, aligned with the school's overall vision and values.
* Monitor and evaluate the performance of the Creative Arts Department, identifying areas for improvement and implementing effective strategies to drive progress.
* Manage and develop the teaching staff within the Creative Arts Department, providing support, guidance, and opportunities for professional growth.
* Ensure that the Creative Arts curriculum is well-planned, engaging, and responsive to the needs of all students, including those with SEND and EAL.
* Promote and celebrate the achievements of the Creative Arts Department, both within the school and the wider community.

**Contribution to School Improvement**

* Support the Senior Leadership Team in ensuring good outcomes for all students, particularly in the areas of progress and attainment.
* Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures, aligning them with the school's vision and values.
* Actively participate in the school's appraisal and professional development processes, both for yourself and for the staff you manage.
* Make a positive contribution to the wider life and ethos of the school, promoting the school's Catholic identity and values.

**Safeguarding and Student Welfare**

* Promote the safety and well-being of all students, in line with the school's safeguarding policies and procedures.
* Work closely with the Designated Safeguarding Lead and other relevant professionals to ensure the safeguarding and protection of all students.
* Contribute to the creation and maintenance of a safe, inclusive, and supportive learning environment for all students.

**Skills and Competencies**

* Excellent subject knowledge and expertise in Art, with the ability to teach Music and Drama at the KS3 level.
* Proven track record of successful leadership and management of a department or team.
* Strong pedagogical skills, with the ability to plan and deliver engaging and effective lessons.
* Effective communication and interpersonal skills, with the ability to work collaboratively with colleagues, students, and parents/carers.
* Commitment to promoting the Catholic ethos and values of the school.
* Ability to use data and evidence to inform decision-making and drive school improvement.
* Passion for continuous professional development and a commitment to staying up-to-date with educational best practices.

**Professional Development**

As the Head of Creative Arts, you will have the opportunity to engage in a range of professional development activities to support your growth and development within the role. This may include:

* Participation in the school's appraisal and performance management processes, with a focus on identifying and addressing your professional development needs.
* Accessing relevant training and CPD opportunities, both within the school and through external providers, to enhance your subject knowledge, leadership skills, and pedagogical expertise.
* Collaboration with other Heads of Department and members of the Senior Leadership Team to share best practices and learn from each other.
* Opportunities to take on additional responsibilities or projects that align with your professional interests and the school's strategic priorities.

**Safeguarding**

The Head of Creative Arts plays a crucial role in ensuring the safety and well-being of all students at St Annes RC Voluntary Academy. You will be expected to:

* Work in line with the school's safeguarding and child protection policies and procedures, as well as relevant statutory guidance (e.g., Keeping Children Safe in Education, Prevent).
* Collaborate closely with the Designated Safeguarding Lead and other relevant professionals to promote the best interests of students, including sharing concerns where necessary.
* Contribute to the creation and maintenance of a safe, inclusive, and supportive learning environment for all students, with a particular focus on those with SEND, EAL, or other vulnerabilities.
* Actively participate in safeguarding training and professional development opportunities to ensure that your knowledge and skills remain up-to-date.
* Promote a culture of vigilance and a shared responsibility for safeguarding throughout the Creative Arts Department and the wider school community.