

**JOB DESCRIPTION: HEAD OF FACULTY
PERFORMING ARTS (Art, Drama & Music)**

Job Title:	Head of Faculty - Arts	Department:	Secondary
Reports to:	Head/ Deputy Head/ Assistant Head of Secondary	Direct Reports:	Teachers within the faculty

Job Scope

Responsibility for the outcomes, quality of teaching and learning, curriculum and assessment across the faculty.

- Ensure outstanding attainment and progress across all subjects within the faculty.
- Tracking and monitoring of attainment data and triangulating this with all other available data to identify and remove barriers to learning.
- Lead and manage the Arts team, including the Head of Art and Head of Music, to ensure the highest quality of provision for students.
- Ensure that teaching and learning across the faculty is of the highest possible quality.
- Ensure that a variety of formative and assessment strategies are used across the faculty in order to know where all students are in their learning.
- Ensure that assessment systems are robust, ensuring accuracy in data predictions.
- Ensure that students develop a love of learning the subjects within the Arts faculty.
- Ensure there is a presence beyond the curriculum across the Secondary School to celebrate the Arts.

EC/ISP Principles

Begin with children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

Treat everyone with care and respect. We look after one another, embrace similarities and differences and promote the wellbeing of self and others.

Operate effectively. We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

Learn continuously. Getting better is what drives us. We positively engage with personal and professional development and school improvement.

Main Duties & Responsibilities

This is not an exhaustive list of all duties and responsibilities.

Teaching and Learning responsibilities:

- A visionary leader who has a clear understanding and knowledge of how to achieve outstanding outcomes.
- Engage in research into effective subject specific pedagogy to understand what effective teaching and learning instruction looks like.
- Lead the development of teaching and learning across the faculty.
- Support and challenge teaching and learning that does not lead to outstanding student achievement.
- Have strong and robust tracking and monitoring systems to ensure that students do not fall through the net and that attainment and progress outcomes are outstanding.
- Have a wide range of effective intervention strategies to use in order to focus on improving outcomes.
- Have robust assessment systems that strategically monitor the quality of marking, through both standardisation and moderation, and ensure accuracy in data predictions.
- Develop curricula for all subjects across the faculty, where appropriate.
- Be an excellent classroom practitioner and have the highest standards of teaching and learning within their own classroom.
- Ensure that lessons are creative and engaging, leading to students developing a love and a passion for learning the subjects.
- Have robust systems that allow students to develop their studentship for the subjects, becoming more autonomous learners.

Leadership responsibilities:

- Lead and manage teachers within the faculty, ensuring the highest quality of provision.
- Lead and line manage the leaders within the faculty, ensuring the highest quality of provision and the development of their leadership.
- Lead and manage the delivery of all Arts subjects within the faculty, ensuring the highest possible quality.
- Undertake rigorous and robust self evaluation in order to generate and maintain specific and relevant faculty improvement plans.
- Put actions in place in order to ensure impact and progress towards achieving faculty improvement.
- Undertake quality assurance across the faculty, such as lesson observations and drop ins, student voice and book looks to 'keep a finger on the pulse' across the faculty.
- Maintain high expectations of colleagues across the faculty and challenge any kind of underperformance, even when it is uncomfortable.
- Develop and maintain strong links with other Heads of Faculty, contributing to the wider middle leadership team.
- Develop faculty policies, inline with whole school policies, that give the faculty their own identity, relevant to their own subjects.

	<p>Pastoral responsibilities:</p> <ul style="list-style-type: none"> ● Play a key role in managing behaviour of students across the faculty, taking steps to ensure that behaviour is dealt with rather than being escalated at the initial stage. <p>Other duties and responsibilities:</p> <ul style="list-style-type: none"> ● To promote and safeguard the welfare of children and young people that you are responsible for, or come into contact with.. ● Any other duties as assigned by the Head of Secondary and/or Principal
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Person Specification	
Qualifications and related Experience	<ul style="list-style-type: none"> ● Good honours degree. ● Hold a QTS or PGCE teaching qualification, preferably from the UK. ● Successful teaching experience in secondary education of at least 3 years. ● Previous experience in a leadership role is preferable but not essential. ● Experience of having responsibility for sustaining and improving outcomes. ● Experience of successfully leading and managing others.
Competencies: Skills & Abilities	<ul style="list-style-type: none"> ● Is honest, even when this is uncomfortable. ● Has integrity, even when this is difficult. ● Is transparent, consistent and fair. ● Can be flexible when the situation demands. ● Is reflective, always seeking to improve. ● Always assumes positive intent. ● Is incredibly hard working, even if it means going above and beyond. ● Is a team player and can share the load at peak times. ● Is a lifelong learner - engaged in their own professional development ● Takes feedback well, always seeking this as helpful feedback to improve. ● Is a strategic thinker - is able to see the bigger picture. ● Is systems orientated. ● Pays attention to detail - has high standards. ● Has impact - can follow things through to an outcome. ● Is proactive at identifying issues before they arise and suggesting solutions. ● Can propose solutions that are suitable for all key stages - solves rather than narrates problems. ● Is thorough in all that they do. ● Has a sense of humour.
Competencies: Knowledge	<ul style="list-style-type: none"> ● Thorough knowledge and understanding of attainment data, tracking and systems. ● Knowledge of different curricula options and the impact that they have ● Knowledge of what effective teaching and learning looks like ● Knowledge of subject specific pedagogy. ● Knowledge and understanding of relevant legislation and current educational developments in the UK and the UAE with particular reference to Dubai. ● An understanding of the skills needed to lead in a climate of constant change. ● A thorough understanding of self-evaluation.

Leadership Competencies

Leadership:	Collaboration - Takes an active part in leading their school or region; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximise opportunities.
	Learning & Getting Better - Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback; supporting others in their continual learning, development and growth.
	Leading & Inspiring Others - Supports, encourages and inspires students, colleagues and teams so that they give their best.
	Understanding People - Is a very good judge of talent, can objectively articulate the strengths and motivations of people inside or outside the organisation.
	Influencing & Communication - Consistently informs, influences and inspires students, parents and colleagues through timely and effective communication.
Strategy & Innovation:	Innovation Leadership - Is good at creating an environment where ideas for learning initiatives and services are generated and is able to motivate and inspire others through the process of creation through to completion.
	Agile - Responds and adapts to changing circumstances; manages and solves problems by providing solutions in a climate of ambiguity.
	Strategic, Commercial & Financial Awareness - Has the ability to apply understanding of the business and sector to improve effectiveness and profitability.
Delivering Results:	Outcome Driven - Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on KPIs.
	Resilience - Can deal with setbacks and challenges calmly and effectively.
	Planning & Decision Making - Makes decisions on the best course of action and then plans, organises, prioritises and balances resources to achieve the desired outcome.
Community Focus:	Community Focus - Is committed to meeting and exceeding the needs and expectations of our students and their families.
Integrity & Ethics:	Integrity & Ethical Management - Has the ability to work ethically and with integrity; helping others to feel valued; puts the wellbeing of students and colleagues first and upholds and models our vision, purpose and principles.
	Diversity & Equality - Has the sensitivity, awareness and skills to understand the values, behaviours, attitudes and practices across cultures that supports all children and adults to learn and work effectively.

Safeguarding Statement

The English College and ISP are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, ethnicity, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

Review & Declaration

This job description is subject to review by WSLT, in collaboration with the post holder to ensure that it is kept up to date and relevant. Any changes will be implemented after consultation with the post holder.

Employee Name:		Date:	
Signature:			