



PERFORMING ARTS COORDINATOR JOB DESCRIPTION

LOCATION	Nord Anglia School Jiaxing
JOB PURPOSE	To be an outstanding leader, organiser and classroom practitioner who develops students, directly and by inspiring and enabling other staff, so that they become the best that they can be.
REPORTING TO	(Deputy) Head of Primary/Secondary
DIRECT REPORTS	Subject teachers
OTHER KEY RELATIONSHIP	Teachers, Teaching Assistants

KEY RESULT AREA

In fulfilling the requirements of the post, the Head of Faculty/Department will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students;
- Build a strong teaching team and create the conditions for it to excel;
- Continually strive to develop the quality of students' learning;
- Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Contribute significantly to school improvement/development planning and promote the learning priorities of the school development plan;
- Manage the operation of the department/faculty smoothly and seamlessly;
- Develop and deploy resources to support high quality student learning;
- Promote the wider aspirations and values of the school.

Planning, Teaching and Class Management

- Teach students so that they achieve the best they can by:
- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Implement the embedded arts curriculum created in collaboration with The Juilliard School
- Positively targeting and supporting individual learning needs;
- Maintaining high levels of behaviour and discipline;
- Effectively using homework and other extra-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using modern technology to enhance learning opportunities;



- Making use of Nord Anglia Education Global Campus online.

Leadership

- Coach, mentor and help develop subject teachers to be the best they can be;
- Create meaningful accountability for outcomes;
- Be an outstanding role model;
- Create transformational change in the faculty.
- Oversee peripatetic music/dance/drama teacher provision

Tracking, Assessment, Recording, Reporting

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets
- Report on progress to appropriate stakeholders.

Pastoral Duties

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole (where relevant);
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;
- Contribute to PSHCE according to school policy.

Extra-Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more agreed after school activities each week;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.
- Involvement in/supervision of all school productions

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team;



- Promote and adhere to Nord Anglia Education's vision and values:
- Opportunity – For us, opportunities need to be meaningful, about achieving potential and making progress.
- Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- Leadership - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right

PERSONAL SPECIFICATIONS

- Teaching Certificate in relevant subject area and school level
- Master of Education degree is preferred
- Five or more years' international education experience
- Relevant PD in the field of Education
- Experience in teaching IB, A-level or similar curriculum

PERSONAL ATTRIBUTES

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

PHILOSOPHY AND VALUES



We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities*:

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation