

DIRECTOR OF PERFORMING ARTS JOB DESCRIPTION

LOCATION	NACIS Shanghai	
JOB PURPOSE	The Director of Performing Arts will be responsible for leading and managing the performing arts programs within NACIS Shanghai. This role encompasses overseeing all aspects of the performing arts departments, including curriculum development, staff management, student engagement, and extracurricular activities. Ensure that teaching and learning meets the expectations of the school. Demonstrate thorough curriculum knowledge and a proactive approach towards professional development. To actively contribute to wider school development and growth.	
REPORTING TO	Principal	
DIRECT REPORTS	Head of Primary Performing Arts, Head of Secondary Performing Arts	
OTHER KEY RELATIONSHIPS	Internal: <ul style="list-style-type: none"> Primary Senior Leadership team, Secondary Senior Leadership team, Teachers, Students 	External: <ul style="list-style-type: none"> Parents, Vendors
KEY RESULTS AREA	PERFORMANCE MEASUREMENT	
STRATEGIC PLANNING AND VISION		
<ul style="list-style-type: none"> Have oversight of the Performing Arts curriculum across the school. Have oversight of the NACIS After-School Activities Programme in Performing Arts. Line-manage post holders of Primary and Secondary HODs among Performing Arts. Have a clear joint-vision for the department and create strategic action plans that work towards it. Ensure Teaching and Learning are as effective as possible. Make professional development an ongoing focus for all members of the Performing Arts department. Effectively manage the operational aspects of whole school Performing Arts department, including oversight of all Performing Arts resources. Be accountable for student outcomes. Manage the Performing Arts budgets. 		<ul style="list-style-type: none">
CURRICULUM DEVELOPMENT AND IMPLEMENTATION		

<ul style="list-style-type: none"> ▪ Develop, review, and enhance the Performing Arts curricula in alignment with both national and international standards, educational best practices, and the school's mission and values. ▪ Ensure the delivery of high-quality, engaging, and culturally diverse lessons that cater to the needs and interests of students across different age groups and abilities. ▪ Monitor and assess the effectiveness of the curriculum through regular evaluation and feedback mechanisms, making adjustments as necessary to optimize student learning outcomes. 	<ul style="list-style-type: none"> ▪
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STUDENT ENGAEMENT AND SUPPORT

<ul style="list-style-type: none"> ▪ Promote active student participation and engagement in Performing Arts activities both inside and outside the classroom. ▪ Monitor student progress, performance, and well-being, providing guidance and support as needed to ensure academic and personal growth. ▪ Collaborate with other school departments and stakeholders to identify and address the individual needs and interests of students, including those with diverse backgrounds and abilities. 	<ul style="list-style-type: none"> ▪
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RELATIONS WITH PARENTS AND THE WIDER COMMUNITY

<ul style="list-style-type: none"> ▪ Prepare and present informative reports to parents in a professional manner. ▪ Establish and maintain positive relationships with parents, guardians, and the wider school community, keeping them informed and involved in Performing Arts initiatives and activities. ▪ Represent the school at any relevant regional conferences. ▪ Collaborate with external organizations, artists, athletes, and professionals to enrich the school's Performing Arts programs through partnerships, guest speakers, workshops, and other resources. 	<ul style="list-style-type: none"> ▪
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EXTRACURRICULAR PROGRAMS AND EVENTS

<ul style="list-style-type: none"> ▪ Coordinate and oversee a variety of extracurricular programs, clubs, and events related to Performing Arts, providing students with opportunities for enrichment and personal development. ▪ Organize and manage school-wide performances, competitions, tournaments, exhibitions, and other relevant events to showcase student talent and achievement. 	<ul style="list-style-type: none"> ▪
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DEVELOPING TALENT

<ul style="list-style-type: none"> ▪ To act as a positive role model, by demonstrating our core values in dealing with staff, parents and students ▪ To promote a collaborative approach to teaching and learning and to encourage staff to be reflective, to share high quality teaching strategies and build effective working relations ▪ Liaise with stakeholders to identify staffing needs 	<ul style="list-style-type: none"> ▪
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- Contribute and participate during recruitment process, recruit, train, supervise and evaluate a team of qualified teachers within the Performing Art department.
- Provide ongoing support, guidance, and professional development opportunities to enhance the skills and expertise of departmental staff members.

PERSONAL SPECIFICATIONS

- Qualified Teacher Status/ PGCE.
- Minimum of 5 years teaching experience.
- Previous leadership experiences of 3 years in a managerial role.
- Overseas experience.
- Experience of GCSE, A level, or IB at least 2 years.
- A sound working knowledge of inter-disciplinary learning.
- Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all learners through classroom organization, differentiation and learning strategies.
- Proven leadership and people management skills.
- Proven curriculum management/development skills.
- Ability to work in a close co-leadership structure.
- Proven ability to develop good personal relationships within a team.
- An effective communicator (written and verbal) to a variety of audiences.
- Rigorous use and analysis of assessment data to track progress and identify impact on student outcomes.
- Familiarity with ISAMS information management systems.
- Proven ability to develop opportunities for parental involvement.
- Adaptability.
- Strong proficiency with Microsoft Word and PowerPoint for producing reports and presentations.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.
- Excellent analytical skills – with the passion and drive to demonstrate and quantify success.
- Results orientated with the ability to consistently map efforts against identified KPIs.
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- You'd like to work in a purpose-led sector.

PERSONAL ATTRIBUTES

As our teammate, here's what we expect:

- 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

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We're [Nord Anglia Education](#), the world's largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology

also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

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