

Position Description

Position:	Head of Performing Arts (Whole School) (Co-Curricular)		
Reports to:	Principal (working through Heads of School as needed)		
Time Fraction:	0.4EFT (may be allocated outside of regular school Hours) plus 0.6EFT Teaching Load		
Appointment	1-year appointment –Initially, with a view to extend for a further 2 years		
Leadership Level:	Level 1 Leadership Level (MEA)		
Effective Date:	June 2021	Applications Close	Sunday 16 May 2021

Our People

The Scots School Albury places our young people at the centre of their educational experience by providing challenges and opportunities that enable them to flourish as individuals, with others, and within the broader community. Our foundation as a traditional, yet modern place of education ensures our students gain from our experience and history through innovative pedagogy inspired by best practice.

Scots staff and students are inspired to be leaders within the global community and reflect our values as – **Respectful, Courageous, Determined and Connected Individuals.**

Learning is at the heart of what we do, and we hope all our young people aspire to develop as broadly educated, confident and thoughtful individuals. We encourage every student to be a part of, and contribute to, our local community and everything it has to offer.

Head of Performing Arts Purpose of the position

The Head of Performing Arts (Whole School) (Co-Curricular) will focus on facilitating learning and growth for students through the Co-Curricular arts programme. The Head of Performing Arts (Whole School) will encourage and foster innovation and focus on holistic learning through the design and implementation of a broad, engaging programme, inclusive of the performing arts such as musical theatre, drama, music, oratory, and dance. The Head of Performing Arts (Whole School) will lead teams and individuals across the School to assure quality, student engagement and operational efficiency at each opportunity. This role reports to the Principal but works under the operational guidance of the Heads of Senior and Junior Schools. As a member of the Senior Leadership Team (SLT) this role will work collaboratively with other Learning Area Leaders (LALs) and the Student Wellbeing Team.

The Head of Performing Arts (Whole School) is expected to make a significant contribution to the cultural ethos of the school, by planning and implementing community events and programs. Working with the EXEC and SLT, the Head of Performing Arts (Whole School) has leadership responsibility for the administration of arts programs and the extensive Co-Curricular program. The role involves leadership and administration of traditional events as well as leading innovation to achieve our strategic goals.

The Head of Performing Arts (Whole School) will be passionate about:

- embracing the Scots' vision.
- leading others in adopting and promoting our core values, vision, mission, and strengths.
- building and strengthening the School's culture, community, and leadership behaviours.
- capitalising on engagement, marketing, and brand-building opportunities; and
- most importantly, excelling in delivering and maintaining quality student-centric teaching, learning and caring...every day.

Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the broader School Community and participate fully in events and activities, as an ambassador of The Scots School Albury.

Key Result Areas

1.1.1 Strategic Leadership

1. Lead development and implementation of the school's Co-Curricular arts program

- Oversee the administration of a Co-Curricular staffing for the arts.
- Liaise with key staff and the SLT to maintain a Co-Curricular program with a suitable variety of well-resourced activities.
- Contribute to the Colours committee working with Heads of School, and Co-Curricular Team.

2. Leading and contributing to the planning of an arts program that reflects the goals of the school and its Co-Curricular program.

- Either Direct and / or assist in the production of musical theatre events.
- Ensuring music, drama, dance, and oratory arts programs are appropriately staffed and budgeted for.
- Creating and monitoring systems to ensure arts activities have access to appropriate venues and equipment.
- Providing administrative support to ensure the smooth running of performances and rehearsals.
- Working with key members of staff and the wider school community to preserve our proud traditions in the arts whilst providing a range of engaging and innovative arts programs.

3. Contribution to operations.

- Administer a booking system for multi-purpose cultural venues, liaising with support staff on matters such as cleaning, technology requirements, presentation, and external bookings.
- Work within the Operations committee to ensure a balanced school calendar that reflects, supports, and grows our school culture.
- Liaise with event organisers to ensure the performing arts contributions to events are suitable in terms of repertoire and quality, with logistical and technical support in place as required.

4. Other

- Develop, recommend, implement, and monitor quality assurance processes regarding teaching and learning and staff learning.
- Develop strategies that relate to continuous monitoring and improvement of performing arts at Scots.

1.1.2 Organisational Leadership and Management

- Provide operational leadership for the effective administration for Co-Curricular Arts. This includes, but is not limited to curriculum development, NESA compliance, reporting and assessment.
- Promote and model health and safety across the Whole School, with an emphasis on staff and student health and wellbeing and compliance with WH&S requirements (including safe work practices).
- Build alliances and networks with professional communities beyond the School community.
- Effectively manage delegated budgets and assets.
- Actively contribute to decisions about resource allocation for Performing Arts.
- Promote strong leadership within both the parent community and the wider education community by acting as an ambassador of the School and a point of contact for students, parents, and staff.

1.1.3 Other

- Maintain a practising role in the teaching program at approximately a 0.6 FTE (0.8 if not directing production) teaching load dependent upon budget and staffing requirements.
- Other responsibilities as required by the Executive Team.
- Willing to work flexible hours including evenings and weekends.

Accountability and Extent of Authority

- Interpersonal and relationship-building skills to ensure the ability to effectively negotiate, resolve conflict, motivate and engage staff within the school.
- Perform tasks within the limits of operational policies and procedures.
- Authorise expenditure within the approved budget.
- Solve day-to-day problems in accordance with operational directions, guidelines, and procedures.
- Make independent and appropriate decisions as they relate to the operation of the whole School in alignment with principles underpinning School values and strategic objectives.
- Seek guidance and authorisation as appropriate when undertaking tasks which are not routine to the role.

Experience, Knowledge and Attributes

- Broad experience in a strategic educational leadership role, together with experience in the leadership, strategy, staff, budget, curriculum and broader school operations.
- Current knowledge of pedagogical research, educational trends, schooling practices and NSW curriculum relevant to student and staff learning outcomes including strong working knowledge of conceptual and inquiry-based learning.
- In-depth understanding and knowledge of the development and educational needs of adolescents and young adults.
- An interest in and passion for experiential and service-learning programs.
- Up-to-date knowledge of relevant compliance requirements and regulations including accreditation, WH&S, employment relations, financial management and budgeting.
- Keen ability to use data in the decision-making process and strong analytical and problem-solving skills.
- Experience of leading, implementing and reviewing quality processes and strategies embedded throughout an organisation.
- Sound judgment with the ability to operate autonomously.
- High Emotional Intelligence and resilience.

Professional Requirements

- Qualifications in subject area and Teaching and or Education that allow registration as a Teacher in NSW.
- Fulfil requirements as mandated by the NSW Institute of Teachers.
- Complete the current Working with Children Check and Professional Development under the Child Protection Act.
- Regularly attend professional learning outlining Child Protection requirements of a school employee in NSW.
- Maintain compliance with WHS and any other related legislation.
- First Aid Certificate or a willingness to obtain.

1.1.4 Desirable Criteria

- Postgraduate courses in education development and/or leadership
- Experience in working with students K-12.
- Experience in direction, stage management, venue management and technical support for sound and lighting, operation, and design

The Scots School Albury is committed to child safety. As such, the successful applicant is required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.

Child Safety

All teaching and support staff are expected to:

- Provide students with a safe environment.
- Provide advice and support on child protection issues as required.
- Be familiar with and comply with The Scots School Albury's Child Protection Policy, Code of Conduct, and any other procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects the school values.
- Implement strategies which promote a healthy learning environment.
- Demonstrate a duty of care to students in relation to physical and emotional wellbeing.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal or Human Resources at any time in response to the changing needs of the School.