***Teacher of Performing Arts*  
Job Description**

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| **Job Title:** | *Primary Performing Arts Specialist (music, movement and drama)* |
| **Department:** | *Primary* |
| **Reports to:** | *Head of Primary, Deputy Head of Academics (PYP Coordinator), Deputy Head of Pastoral* |
| **Location:** |  |

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| ***Purpose of Role:***  The IB PYP Performing Arts Specialist should be an adaptable educator and innovative curriculum leader. He/She should be an excellent teacher, motivator, communicator and administrator. He/She will coordinate the performing arts programme throughout the primary school ensuring that the main objectives of the IB PYP philosophy of inquiry-based learning is implemented in the teaching of the performing arts. He/she will coordinate the performing arts curriculum, run extra curricular music and drama clubs and coordinate phase level productions. He/She should be able to provide professional leadership for the phase level, or class performances, to secure high quality teaching and learning, make effective use of resources, and ensure improved standards of achievement and high quality performances. | | |
| **Budgetary**  *A proportion of the primary budget* | **People Management**  *Members of the department* | **Key Relationships**  *To forge relationships with the Head and deputies of Primary, as well as all homeroom and subject teachers.* |
| **Responsibilities to Learners.**  1.1 To provide learning opportunities that matches each individual’s learning requirements. The learning opportunities should take account of each individual’s abilities and preferred ways of learning as well as their stage of development. The learning opportunities should enable the learner to experience success whilst also challenging them to achieve their full potential. The learning opportunities should incorporate planned and supervised activities outside the classroom in line with school policy.  1.2 To foster a good relationship with learners through trust, positive feedback and mutual respect, recognising at all times the principles of equal opportunities.  **2** **Teaching, Curriculum Development and Departmental Responsibilities**  2.1 To create a stimulating teaching atmosphere and ensure classrooms, furnishings, resources are used effectively and are respected and looked after by the pupils.  2.2 To advise and cooperate with colleagues in developing Scope and Sequence documents.  2.3 To contribute expertise to the preparation and development of learning programmes and teaching materials in line with the school ethos and assessment procedures.  2.4 To contribute expertise to the ordering of resources.  2.5 To plan, prepare, develop and review personal teaching methods and learning programmes in line with the school ethos and Programme of Inquiry.  2.6 To take part in scheduled meetings.  2.7 To help create a united team of staff by exhibiting qualities of loyalty, tact, reliability, enthusiasm, efficiency and hard work.  2.8 To undertake formal teaching commitments according to the timetable drawn up by the Head of Department, IB Coordinator, Head of Section, Head of Administration or Head of School.  2.9 To carry out tasks related to the teaching area assigned by the Head of Primary.  2.10 To carry out an appropriate share of administrative and organisational tasks as and when requested by Heads of Primary, IB PYP Coordinator, or Head of School.  **3. Specific Performing Arts requirements**  3.1 Can demonstrate ability to perform and teach in all/most of the following- Woodwind Techniques, Percussion Techniques, Guitar Techniques, String Techniques and Vocal Techniques for Instrumental Majors.  3.2 Has experience in directing choirs.  3.3 Plan integrated lessons for music, dance and drama which link to and support Units of Inquiry.  3.4 Has experience planning and directing musical plays.  3.5 Knows how to work with performing arts techniques such as - Sound control, Light control and stage design.  3.6 Is able to organize and conduct large scale performances.  3.7 Uses IT integrated in the music lessons- Garageband, Soundtrap and iMovie. 5 Communication, Record Keeping and Reporting 5.1 To take responsibility at all times for appropriately communicating information in relation to any activity and reporting decisions and actions taken to appropriate people.  5.2 To participate in full staff meetings as and when requested.  5.3 To attend the weekly staff briefing.  5.4 To take actions according to information in the staff weekly bulletin and senior management team meeting minutes.  5.5 To keep a record of all lessons taught in an agreed form that could be requested for viewing by the Head of Primary, IBPYP Coordinator, or Head of School.  5.6 To set, mark and record pupils’ work.  5.7 To keep a personal record system and use managebac to track pupils’ progress. This should be available for perusal by the Head of Department, IB PYPCoordinator, Head of Section or Head of School.  5.8 To consult and liaise with parents regarding their children’s academic and pastoral progress, providing written reports and attending parent-teacher consultations and student-led conferences according to school procedures.  5.9 To report any concerns on student progress or welfare promptly and according to school procedures. 6 Professional Development and Staff Assessment 6.1 To keep up-to-date with developments in education and those specific to individual teaching responsibilities.  6.2 To follow and contribute to the annual staff assessment process..  6.3 To attend and disseminate information from training courses and contribute to school in-service activities.  6.4 To help fulfil the aims of the school mission statement and development plan.  7 Others responsibilities 7.1 To lead by example and model the behaviour expected of pupils and provide an excellent personal example in terms of attitudes, dress, comportment, manners and punctuality.  7.2 To set a high standard of personal and professional conduct in order to enhance the professional standing of the teaching profession and the school.  7.3 To contribute actively to a professional working environment through establishing relationships with colleagues based on mutual respect.  7.4 To ensure that all aspects of school policy are adhered to. | | |