|  |  |
| --- | --- |
| BURGUNDY_HI | **Job Description**  Head of Creative Arts with a Music Specialism |
| **OVERALL PURPOSE:**   * To provide strong, strategic leadership for a curriculum area and be accountable for the quality of teaching, learning and educational outcomes in this faculty. The curriculum area includes; music, art and drama. * To instigate and develop an innovative approach to the Creative Arts that will stimulate all students to achieve their full potential. * To develop and implement a creative curriculum across the Creative Arts and ensure the delivery of a high quality music provision in all curricular and extra-curricular activities. * Support and develop high quality performances within the Academy. * To develop strategic community links and opportunities for the Creative Arts within the Academy. * Strategic overview of links with arts organisations, universities and other cultural partners. * Oversight, management and co-ordination of additional staff within the Creative Arts Department. * Development and monitoring of a suitable Enrichment programme across music and the Creative Arts subjects. * To successfully promote events and opportunities within the Creative Arts Department. * Effectively manage additional music lessons, musical enrichments and their respective tutors if necessary. * To ensure that success within the department is celebrated. * Be available to students and staff for performance support and guidance. * To offer musical support at whole school events during the liturgical calendar and celebration events. | |
| **RESPONSIBLE TO:**  The Academy Principal and Senior Leadership Team | |
| **RESPONSIBLE FOR:**   * The line and performance management of postholders, mainscale teachers and support staff within the curriculum area as appropriate. * The delivery of a high quality Music provision and liaise on timetable planning and other curriculum issues. * To participate in the curriculum development and relevant areas of Academy policy making. * To undertake regular audits and quality assurance of additional music staff and practitioners. * To develop appropriate and differentiated schemes of work at KS3, KS4 and Post 16 and to ensure that the aims and objectives for the teaching of music are delivered. * To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate * To lead the Department’s monitoring and Self Evaluation processes. * To ensure the effective implementation of Academy policies. * To promote and lead on the delivery of all extra-curricular Creative Arts activities in the Academy. * To demonstrate and encourage high standards of professionalism from all staff associated with the CA Department. * To demonstrate and inspire an enthusiastic and committed approach to teaching within the Department. * To co-ordinate the musical resources of the Department, giving support and guidance to relevant staff. * To line manage the Creative Arts teaching staff, including performance management, quality assurance and day-to-day management. * To demonstrate high levels of professionalism in the accurate completion of the administrative needs of the Department, meeting all deadlines. * To ensure that appropriate arrangements are made for examination entries and statutory requirements. | |
| **KNOWLEDGE AND EXPERTISE:**   * Have an excellent knowledge of and infectious enthusiasm for the subject(s) taught within their curriculum area * Maintain an up to date knowledge of curriculum development, including qualifications and examinations, for their subject area(s) | |
| **DEVELOPING A VISION AND SHAPING THE FUTURE:**   * Development of a vision of how the curriculum area you are responsible will raise aspiration and achievement both within the academy and the wider community * Developing and leading action plans to enable this vision to happen * Leading the development of curriculum materials, including schemes of work that meet the needs of learners and enable students to enjoy and achieve. * Promoting the opportunities your curriculum area brings to the academy, including developing enrichment opportunities such as after-school classes and trips and visits. | |
| **LEADING AND DEVELOPING A HIGH PERFORMING TEAM:**   * Lead and develop a high performing team of teaching and support staff within your curriculum area that raises aspiration and achievement * Model and encourage effective team behaviours to support the above. * Identify professional development needs for both the team and individuals and seek opportunities to address these needs. | |
| **LEADING LEARNING WITHIN THE CURRICULUM AREA:**   * Take responsibility for evaluating the quality of learning and teaching within the curriculum area. * Inform timetabling to ensure that teaching staff within the curriculum area are best deployed to utilise their strengths. * Identify areas for development for teaching staff within the curriculum area and support the development of learning through use of departmental meetings, coaching and individual staff development plans. * Managing teaching staff absences and cover to ensure that students still experience high quality learning. * Designing a broad and appropriate curriculum for Music that meets the aims of the Academy and the needs of all students. * Making sure that innovative and appropriate approaches to learning are made available to all students. * Ensuring that the statutory requirements of the National Curriculum are met. * Evaluating the design and delivery of the curriculum for Creative Arts; continuously striving to improve all aspects. * Monitoring and evaluating progress towards student achievement targets and providing intervention strategies where necessary. * Ensuring that there is an effective assessment, recording and reporting system of student progress for music and the Creative Arts department. | |
| **ENSURING ACCOUNTABILITY:**   * Being accountable for the overall performance of the team, including ensuring that students make good progress and meet target grades and levels * Developing a culture of accountability within their team to ensure that teachers have ownership of progress, achievement and attainment of the students in their classes * Lead accountability for student engagement and behaviour within the curriculum area, including the use of rewards and sanctions according to academy policy | |
| **TRACKING AND INTERVENTION:**   * Ensure effective assessment of learning is taking place within the curriculum area * Maintain tracking systems within the curriculum area which inform academy assessment and data collection procedures * Track and monitor student performance within their curriculum area, including analyses of examination results * Identify causes for concern and put in place appropriate intervention to raise achievement | |
| **DAY-TO-DAY MANAGEMENT OF THE CURRICULUM AREA:**   * Develop and maintain a departmental handbook to ensure the smooth running of the curriculum area * Manage resources within the curriculum area, including deploying a budget to develop the curriculum area * Maintain the smooth day-to-day running of the curriculum area, including oversight of staff absence and cover | |
| **LEADERSHIP ACROSS THE ACADEMY:**  The development of leadership at all levels is seen as an essential feature of St Mark’s Church of England Academy. With the support of the Senior Leadership Team, all Heads of Department are expected to have a degree of whole-school responsibility at the direction of the Principal. | |
| **DEVELOPMENT OF THE CHRISTIAN ETHOS**  As a Church of England Academy, we expect all members of our community to work in sympathy with and support the development of our Christian ethos | |

|  |
| --- |
| **COMMUNICATIONS:**   * Develop and maintain appropriate routes of communication with students, staff and parents * Ensure that high quality, stimulating display is maintained in classrooms and corridors within the curriculum area * Maintain current curriculum information on the academy website and SMH * Take part in the academy assembly programme through the organisation of regular curriculum-led assemblies |

|  |
| --- |
| **KEY RESPONSIBLITIES:**   * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend relevant meetings as required * Participate in training and other learning activities and performance development as required * Treat all users of the school with courtesy and consideration * Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all * Comply with health and safety policies and procedures at all times * Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times   **NOTES:**  The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.  Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.    Signed…………………………………………. (Post Holder) Date……………..  Signed………………………………………… (Principal) Date…………….. |