

**JOB DESCRIPTION**

**POST: HEAD OF PERFORMING ARTS TLR2C**

**Job Purpose**

In addition to the professional responsibilities expected of all teachers at Lipson, the post-holder will lead and manage the Performing Arts Faculty (Music, Dance and Drama), with overall responsibility for delivery of the group of subjects/courses delivered within that curriculum area. They will be responsible for the management of that area, including raising the quality of teaching and learning and improving provision and outcomes for all students studying the subjects.

**Responsibilities:**

**Leading and Managing the Faculty**

* To deploy staff effectively within the subjects or curriculum area including support staff as appropriate; to assist with the appointment of staff as appropriate.
* To be responsible for leading the development of the subjects or curriculum area through collaborative development of clear strategic direction, outlined in the Departmental Development Plan, and set in the context of the overall Academy Improvement Plan, including working towards the departmental standards / levels of performance outlined in that document
* To oversee the teachers within the departments in evaluating the previous year’s work, and subsequently, planning responsively to raise standards/address any issues arising from this review.
* To oversee the teachers in managing all aspects of the curriculum area and for the delivery of Faculty objectives, including management of rooms and resources to create a safe and visually appealing learning environment, including regularly refreshed displays and showcases of work.
* To be responsible for the budget allocated to the Faculty.
* To be responsible for Health and Safety within the Performing Arts Faculty ensuring that equipment is used, stored and maintained safely and that appropriate risk assessments are in place.
* To ensure that the fabric of the rooms within the Faculty is maintained to a high standard.
* To ensure Faculty Meetings take place with clear agendas and minutes or other outcomes (for example teaching materials or development of new syllabus and Schemes of Learning) which are circulated to all relevant staff
* To sustain a strong, mutually supportive relationship with regular contact with the appropriate members of the Senior Leadership Team and other Faculty Leaders.

**Leading others in making an impact on student achievement (progress and attainment)**

* To ensure that Faculty Schemes of Learning are produced, monitored and reviewed in line with whole-Academy policies, principles and ethos.
* To monitor progress, ensuring students are appropriately engaged in self-evaluation and self-assessment, and taking appropriate action.
* To ensure that student voice is integral to review and action planning of syllabus provision and teacher development / training opportunities.
* To ensure that appropriate progress targets exist for all individual students taking the subject(s); establishing appropriately high levels of expectation by setting out clear guidelines for establishing good standards of student achievement in both classwork and homework; ensuring that appropriate internal examinations are set and marked.
* To ensure that students experience an educational programme that is personalised to their particular needs, identified through a robust assessment system, in line with Academy policy.
* To oversee the development of cross-curricular activities within the Faculty and with other Faculties and ensure curriculum continuity and progression as appropriate.
* To work with the IT team to embed new technologies within the lesson delivery and resources for the Faculty.
* Ensure that the Faculty contributes fully to the academic enrichment programme and offers a range of extra-curricular learning opportunities each year, including one main school and one primary liaison production.
* To monitor, intervening where appropriate, and guide students with learning or behavioural difficulties in the subject(s), in liaison with pastoral, EAL, Learning Support and other staff as appropriate.
* To support Faculty members in organising at least one educational visit each year.

**To Assume Responsibility for Continuing Professional Development**

* To be responsible for undertaking professional development within the Faculty to enhance leadership and management skills and competencies, as agreed with the Senior Leadership Team.
* To identify other key areas for professional development in knowledge and skills within the Faculty which will enhance the development of the Academy’s provision, in line with the Academy Improvement Plan.
* Leading, developing and enhancing the teaching practice of others; promoting and creating systems and structures to develop the Faculty or curriculum area to the highest level
* To keep up to date with curriculum developments nationally and locally in the subject or curriculum area and ensure that colleagues within the Faculty are kept informed.
* To monitor the quality of teaching and learning including through direct observation and sharing judgements with teaching and support staff as appropriate; undertaking regular Faculty review and self-evaluations; intervening, developing and implementing support strategies where teaching is lacking or needs development.
* To identify key professional development needs.
* To ensure that these are addressed through the provision of high quality coaching and mentoring.
* To develop the professional experience of members of the Faculty by reasonable delegation.
* To be act as Line Manager and Appraiser for teachers in the Faculty.
* To be responsible for the induction of new staff.

**Making a Contribution to Whole Academy Planning and Development**

**Delivering other Academy Development Plan responsibilities at strategic and operational level through contributions at HOF Meetings and whole staff meetings as appropriate**

* To contribute to whole Academy self-review via the Department Self Review and Evaluation process.
* To contribute to whole-Academy development planning through the Head of Faculty meetings and INSET sessions

Note: The post-holder may be reasonably required to perform duties other than those given in the job description for the post, the particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility involved.

**Responsibilities and Tasks specific to the Head of the Performing Arts Faculty**

* Delivery of high quality Dance and Drama teaching throughout the school.
* The selection, management and co-ordination of the peripatetic teaching team.
* Organisation of the weekly timetable for student lessons.
* Responsibility for dance showcases, drama productions and music concerts, events and other performances.
* Involvement in the planning and delivery of key whole Academy events e.g. Celebration Evening
* The promotion of the Academy and Music, Drama and Dance through events open to those not currently attending the school.
* Developing the profile of Lipson’s Dance, Music and Drama both within and outside the Academy.

Person Specification

Head of Performing Arts

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| **Criteria** | **Essential** | **Desirable** | **Where Assessed** |
| **Qualifications** | * Qualified Teacher Status
* Good quality Honours degree
* PGCE, or equivalent, in Secondary Education
 | * Higher or further degree
 | Application form |
| **Experience** | * Proven record of success in teaching across the age and ability range at secondary level
* Proven record of successful organisation and administration
* Experience of dealing effectively with indiscipline
* Experience of Pastoral procedures and responsibilities
* Knowledge & vision of how to get the most out of More Able students
* Knowledge of what leading a successful Performing Arts Department looks like
 | * Proven record of success in leading teaching and learning
* Experience of delivering performances to showcase students music/dance/drama talents and abilities
* Robust self-evaluation skills to determine how to positively take provision and outcomes forward
 | Application form Letter of application Selection process References  |
| **Knowledge and skills** | * Knowledge of curriculum developments of performing arts subjects across the key stages
* The ability to action plan, monitor implementation and evaluate effectiveness to secure impact and high-performance
* The ability to lead and motivate a team of staff and ensure that Performing Arts continue to be an integral part of the life, character and culture of the school.
* Excellent communication and interpersonal skills to ensure the Performing Arts team are productive and creative in becoming a highly functioning, high performing team.
* The ability to liaise and communicate effectively with stakeholders e.g. students, staff, parents, carers and outside agencies
* The ability to maintain high standards of discipline and support for learners in creating a positive learning environment
* An excellent classroom practitioner who can act as a role model for others and understands and models what contributes to outstanding teaching and learning in the classroom
* Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing
* Proficient ICT skills and understanding of different computer software packages that underpin and support Performing Arts provision
* Ability to analyse and interpret data and ensure next-step action and intervention to secure continuous improvement
* Able to advise staff of appropriate and successful intervention strategies
* Ensure that whole school policies are implemented consistently
* Foster a can-do, authentic celebratory culture among the Performing Arts department.
* Develop links with community arts organisations to provide activities and events that enhance the Performing Arts provision within the academy.
* Ensure Health and Safety standards and procedures within the department are implemented and monitored effectively.
* Ability to effectively manage the provision of music tuition within the academy.
* Excellent decision-making skills including making tough decisions when they need arises.
 |  | Letter of applicationSelection processReferences |
| **Personal Qualities and Attributes** | * An ability to inspire and motivate students, teachers and tutors.
* Ability to work hard under pressure and remain focus on the core business of raising student outcomes and progress. Ability to cope with pressure peaks of activity
* Ability to prioritise and meet deadlines
* Commitment to continued personal development and that of your team
* Contribute to Character Education and Enrichment at the Academy- clubs, curriculum and resource development.
* Recognise and model the need for a work life balance
* Have a real enthusiasm and love of teaching and learning
 |  | Letter of applicationSelection processReferences |