|  |
| --- |
| **JOB DESCRIPTION** Job Title: Curriculum Leader of Performing Arts *(Dance, Drama, Music & Physical Education)*School: St Mary’s & St John’s CE School**Reports to:** Senior Leadership TeamPay Scale:Lead Practitioner ScaleLocation: Stamford Raffles Campus and Bennett House Campus as requiredContract: Permanent/Full time |
| **Core Purpose:**At St Mary’s and St John’s school, a Church of England Foundation school, we believe that God is the source of all wisdom. We strive to know God and the world in which we live in order to grow into people capable of serving our local and global community. Through the pursuit of wisdom and commitment to service we have the hope of a future brimming with possibility. Within this context, the Curriculum Leader of our Performing Arts faculty will give a decisive and strategic lead to a vibrant, committed and professional team of department heads and ensure that each learner is positively encouraged to develop students’ potential to the full.  |
| **Duties:*** The Conditions of Employment for School Teachers (contained in the School Teachers’ Pay and Conditions Document) specify the general professional duties of all teachers. In addition, certain particular duties are reasonably required to exercise and completed in a satisfactory manner.
* Provide professional leadership and management within the faculty (both in the departments and across the school) to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
* Support, guide and motivate Heads of Departments/teachers and other adults e.g. learning support assistants, promoting a positive staff culture, good practice and continuing professional development.
* Monitor, evaluate and be accountable for the standards of teaching and learning across Dance, Drama, Music and Physical Education within a growth mindset.
* Be accountable for the efficient and effective day to day running of the departments including students’ commitment to learning and the effective deployment of staff and resources.
* Carry out a systematic approach to self-evaluation in line with school policy.

**Strategic Direction*** Lead the development of policy and practice to support the continued improvement of effective teaching and learning in the faculty and across the school.
* Contribute to students’ spiritual, moral and cultural development.
* Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods.
* Monitor progress made in implementing subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement.

**Teaching and Learning*** Ensure there is full curriculum coverage with continuity and progression through the regular review and development of schemes of work.
* Ensure learning and teaching in the faculty is consistently strong, with the support of Heads of Department.
* Use faculty meetings and INSETto provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject.
* Establish clear policies and practices for assessing, recording and reporting on student achievement.
* Ensure methods are standardised across the departments, achievement and underperformance identified and targets for further improvement set and implemented.
* Set clear expectations for staff and students in relation to commitment to learning. Ensure that Heads of Year and/or parents are kept well informed.
* Develop enrichment activities to enhance teaching and learning including trips and competitions.

**Leading and Managing Staff*** Support the team in achieving constructive working relationships with students.
* Carry out performance management reviews and classroom observations in line with school policy.
* Support the further professional development of all staff, including newly qualified teachers and initial teacher training students.
* Work with the Inclusion team to ensure the individual education plans are used to set subject specific targets and match work to students’ needs.
* Contribute to the selection, and promotion of staff, assessments for the Threshold and Upper Pay Spine, and writing references.
* Ensure those members of staff with responsibilities in the department have clearly defined job descriptions and oversee their implementation and review.

**Efficient and effective deployment of staff and resources*** Work with SLT to identify staff and resource needs.
* Be responsible for the efficient and effective deployment of the department’s support staff.
* Make appropriate arrangements for classes when staff are absent and organise cover work as necessary.
* Set up clear and effective day to day systems to ensure the departments operate efficiently.
* Manage the organisation and maintenance of teaching resources including ICT.
* Create an effective and stimulating environment for teaching and learning.
* Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

**General Duties relevant to all members of staff:** * Promote and implement the School's equal opportunities policies in all aspects of employment and service delivery.
* All staff should act with professional integrity at all times, following our Code of Conduct.
* All staff are required to have an awareness of Data Protection requirements and comply with all the principles of data security outlined in the General Data Protection Regulations. This includes maintaining security of data.
* SMSJ is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.
* This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Principal.
 |