

## **LEADERSHIP POST JOB DESCRIPTION**

**Post:** Director of the Arts

**Accountable to:** The Principal

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### **General**

*You are required to carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document and you are required to carry out such duties as the Principal may reasonably request.*

### **Part 1**

#### **MAT expectations/ethos**

- To consistently uphold the Multi-Academy Trust's mission statement
- To work in a polite manner with all colleagues, stakeholders and partners
- To promote the ethos of the MAT both internally and externally
- To insist upon the highest possible standards of dress and behaviour from students
- To work with students and ensure that their highest possible educational attainment is reached.
- To seek constantly to improve the MAT's image and to assist in promoting our values and ethos

### **Part 2**

#### **Overall Purpose**

You should assist the relevant line manager (Principal) in improving standards of learning and personal development by securing high quality teaching or pastoral care and ensuring the effective use of MAT resources and community links.

## **Main Accountabilities**

### **Learners**

- To assist in the monitoring of learners' progress in the Curriculum Area and/or to ensure the care and guidance of students in all aspects of their personal development.
- To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in maintaining a disciplined working environment for all learners.
- To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in providing a suitable curriculum for all learners and amending Schemes of Work as appropriate. Pastoral post holders should work to ensure an appropriate provision of wider experiences through assemblies and extra-curricular programmes.
- To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in ensuring assessment data is up to date and recorded and to complete reports for the Principal on learners' progress. They should also assist, as required, in the monitoring and production of reports to parents and carers.

### **Staff**

- To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in monitoring the quality of all aspects of the work of staff within the Curriculum Area and/or House.
- To assist in the induction of new staff and the mentoring and support of ECTs and ITTs within the Curriculum Area and/or House.
- To assist in the Curriculum Area's performance management programme and support staff in their professional development.

### **Resources**

- To assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager in maintaining high quality resources for the Curriculum Area and /or making effective use of outside agencies and community links.

### **Management**

- Contribute to the strategic leadership and management of the Curriculum Area to improve standards of teaching and learning and/or the Pastoral system to improve the quality of personal development and guidance.
- Assist the Principal, Vice Principal, Assistant Principal, Curriculum Manager to produce strategic plans and self review documentation
- Assist in the monitoring of the Curriculum or Pastoral Area's progress towards achieving targets for continual improvement.

### **Part 3**

#### **Specific Responsibilities**

- Provide a broad, rich range of enriching opportunities for students across the academy.
  - Generate a passion, love and enthusiasm for the creative and performing arts across the academy.
  - Provide a diverse programme of artistic, extra-curricular activities.
  - Prepare and lead on exhibitions of students work across the arts.
  - With the wider team, plan, organise and lead whole academy productions.
  - Be innovative in new subjects and areas of study to provide a broader understanding of the arts industry.
  - Build strong links with local creative and artistic industries and employers.
  - Generate a real excitement and enthusiasm amongst all students for creative and performing arts.
  - Plan and lead educational trips and visits to provide students with rich experiences in the arts beyond the classroom.
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- Any additional requests as directed by the Chief Executive, Principal or designated line manager.
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- **Line manage:** Head of Art, Head of Music, Head of Drama.