

# Isca Academy – Job Description

<b>Job Title:</b>	Head of Creative Arts (Art Specialism)
<b>Location:</b>	Isca Academy
<b>Responsible to:</b>	Assistant Headteacher
<b>Salary Grade:</b>	MPS/UPS + TLR 2b

## Key Purpose of Job

- To develop and oversee an excellent Creative Arts curriculum (Art, Music, Drama & Photography)
- To oversee the quality of education across the Creative Arts faculty
- To lead the development of the Creative Arts at KS3/KS4
- To lead and develop extra-curricular Creative Arts provision
- To lead the Creative Arts faculty and follow school QA systems and take on the roles and responsibilities of a middle leader at Isca Academy.
- To provide effective line management of the Headteachers of Music, Art, Drama & Photography and ensure they are supported to run their curriculum effectively and are able to achieve excellent outcomes in their subject.
- To promote the development and love of the Creative Arts across the academy
- To oversee the quality of coursework across all of the Creative Arts and ensure deadlines are met successfully and outcomes for all students across all subjects are excellent.
- To ensure there is a high-quality production each year as well as other seasonal events
- Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
- The creation of an effective whole-school Parts extra-curricular provision
- The creation of an effective Creative Arts curriculum
- To have a range of artists, across different subjects competing/showcasing at national level
- To ensure Creative arts is high profile across the Academy

## Key Duties and Accountabilities

- Develop and maintain a Creative Arts curriculum for all year groups
- Oversee the quality of T&L of Creative Arts in lessons
- Contributing to the quality assurance of internal and external provision.
- Build and maintain excellent links and partnerships for Creative Arts provision within the local community.
- Where required, to assist the Senior Leadership Team in the formulation of the Academy Improvement Plans, School Evaluation Form (SEF) and Action Plan, taking account of the agreed priorities of the School and how these links with national and local initiatives.

## Supervision/Management Responsibilities of the Post

- The postholder will be responsible for the supervision of the Creative arts staff.

## Working Environment and Conditions of the Post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people the post holder may be required to work at other sites.

## Other Duties

All Isca academy staff are expected to:

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Attend parents, staff and team meetings as required, making a valued and professional contribution.
- Undertake break, lunch and after school supervision as agreed, according to Academy policy.
- Encourage the good conduct of all students and at all times on the Academy site and within its vicinity.
- To make a full commitment to personal professional development, engage positively in organised professional development activity and staff appraisal procedures.
- Maintain respectful and effective communication with students and other staff, including attendance at briefings and through completing student report cards and logs as appropriate.
- Maintain respectful, positive and effective communication with parents, including phone calls and letters home, as appropriate.
- Maintain positive and effective communication and liaison with partner schools and the wider community, as appropriate.
- Act as an advocate of the Academy and its pupils in all circumstances, ensuring every opportunity is taken to celebrate our success.
- To carry out other duties as reasonably requested by the Headteacher.

## Other Information

- The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity. As an employee, you are representing the Trust and must support and demonstrate your commitment to the Trust's ethos and anti-discriminatory practices.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking or vaping in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The post holder may be required to move their base to any location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.
- This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

## Head of Creative Arts : Person Specification

	ESSENTIAL/ DESIRABLE	How Assessed*
<b>Experience</b>		
Currently run a successful Creative arts subject area or department	E	A, I, R
Evidence of whole school leadership initiatives	E	A, I, R
Experience of raising achievement intervention in teaching process	E	A, I, R
Experience of leading whole school provision	E	A, I, R
Knowledge of effective Creative arts provision and statutory guidelines	E	A, I, R
Proven record of innovation and leading change successfully	E	A, I, R
Experience of School Improvement planning	E	A, I, R
Experience of managing others	D	A, I, R
<b>Qualifications and training</b>		
An appropriate, good honours degree (2:2 or higher)	E	A, C
QTS or equivalent	E	A, C
Evidence of further professional study	E	A, C, R
<b>Knowledge</b>		
Ability to teach your subject across the whole ability range	E	A, I, R
A thorough knowledge of the National Curriculum for your subject/department	E	A, I, R
Evidence of successful experience of curriculum/subject development	E	A, I, R
The ability to prepare and deliver lessons which actively engage all students throughout the age and ability range ay Key Stages 3 and 4.	E	A, I, R
An up-to-date understanding of current developments and initiatives	E	A, I, R
An ability to evaluate the work of others and enable their development through consultation, coaching and support	E	A, I, R
<b>Skills</b>		
Evidence of strong leadership skill	E	A, I, R
Complete understanding of effective T&L pedagogy and the ability to cite recent quality research in this area	E	A, I, R
Evidence of effective team work and collaboration	E	A, I, R
Ability to inspire and motivate students	E	A, I, R
An ability to evaluate the work of others and enable their development through consultation, coaching and support	E	A, I, R
An ability to analyse data and information, identify patterns and trends and to formulate strategies for improving learning	E	A, I, R
Excellent communication skills, both oral and written	E	A, I, R
The ability to gain the confidence and respect of students, staff and parents	E	A, I, R
Ability to prioritise, plan and organise own work	E	A, I, R

Other		
Committed to equality of opportunity and the safeguarding and welfare of all students	E	I, R
Effective use of the ICT packages e.g. Word, Excel or equivalent	E	A, I, R
Ability to fulfil all spoken aspects of the role with confidence and fluency in English	E	A, I, R
Commitment to being involved in the wider life of the school through participation in extra-curricular activities.	E	A, I, R
Must pass <i>all</i> relevant safeguarding of children checks	DBS checks, self-declaration and interview	

\*AF= Application Form; C = Certificate; R= References; I= Interview