

Job Title:	Head of Performing Arts	Department/Group:	Performing Arts (Drama/Music)
Level/Salary Range:	TLR2A	Reporting to:	Assistant Head

Safer Recruitment Statement

Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment. This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, and other current education and employment legislation.

Main Objectives of Role

To lead the area to ensure that all students receive the highest quality teaching and learning of Performing Arts and make outstanding progress, by implementing curriculum coverage, continuity, sequencing and progression in Performing Arts throughout the school, at both key stages, specifically in Drama and Music. To inspire and educate all stakeholders linked to Performing Arts, through a proactive approach, to become an outstanding department, that covers key inclusion/SMSC requirements and fosters extra-curricular participation.

Job Description

This job description may be amended at any time in discussion between the Head Teacher, Deputy Head Teacher QoE, Assistant Headteacher inclusion and the member of staff. In addition to the requirements of being a class teacher, the main areas of responsibility and key tasks are:

SPECIFIC TASKS AND RESPONSIBILITIES:

- to establish the vision for the area;
- to provide effective leadership and management (in both Drama and Music) and thereby build and maintain an effective team, monitoring and evaluating the quality of teaching, learning and progress;
- to raise the performance of the department (in both Drama and Music) at both key stages;
- to promote the subjects through relevant school excursions/performances.

LEADERSHIP AND MANAGEMENT:

- to create a vision for the department;
- to manage the human resources at the department’s disposal, including teaching, non-teaching and support staff, to maximum effect;
- to monitor and evaluate all policies and documentation across the department;
- to be responsible for working with staff to raise and improve the quality of teaching and learning across the department, to raise student progress;
- to take overall responsibility for monitoring, supporting and analysing behaviour within the department and implementing a programme of intervention strategies;
- to play a major role as a mid-level leader in the development of all aspects of the school, including its developments and policies, and their implementation;
- to develop and maintain effective methods of communication with the Senior Leadership Team, other staff, students, parents/carers, governors, the Local Authority, external agencies and the wider community (including business and industry) etc.;
- to identify and applaud areas of success and promote the emotional well-being for individual teachers and the department;
- to help create an effective team by ensuring a collaborative approach to development planning;
- to implement school policies;
- to carry out quality assurance of the department, through DIP and SES;
- to ensure that all students continue their learning, even when the regular teacher is absent, and to create a bank of resources for staff to use for short term cover work;

- to oversee and monitor the accuracy of exam entries and dates and to work effectively with the Exams Officer;
- to ensure that all deadlines are met.
- **ACHIEVEMENT:**
- to be responsible for raising standards of student attainment and progress at both key stages;
- to be responsible for own classes, in both drama and music, meeting all DfE teachers' standards;
- to monitor and analyse student progress across the department using the data available, and to develop and support appropriate intervention strategies as and when necessary;
- to use and analyse relevant information to complete a DIP for the department and see that it is implemented effectively;
- to ensure student information is distributed correctly and dealt with effectively;
- to act as a source of advice, guidance and support for Performing Arts;
- to monitor and evaluate achievement across the department;
- to take the initiative in identifying strategies to support consistency of practice and be a lead;
- to develop department strategies and procedures (using national and school guidelines) for differentiation in teaching and learning for all students' needs;
- to liaise with other curriculum co-ordinators in order to develop an integrated approach e.g. Literacy, SEND etc.;
- to work with the SEND department to ensure subject-specific curricular materials and approaches to students' needs;
- to be responsible to ensure that lesson planning takes place with support staff;
- to ensure that homework is set in accordance with school policy;
- to ensure that the school's policies are carried out;
- to manage the provision of information to parents/carers and other staff about curricular choices and choice of teaching groups for individual students and groups of students;
- to provide helpful and accurate responses to parent/carer enquiries;
- to work with SLT to produce and organise the most effective curriculum to maximise student achievement;
- to ensure after school performance are appropriate, planned and organised;
- to implement and monitor high standards of planning and preparation for teaching and learning in the department.

PROFESSIONAL DEVELOPMENT:

- to identify appropriate and meaningful CPD opportunities for all department staff (teaching and support) as appropriate;
- to have strategic responsibility for the monitoring, support and assessment of Early Career Teachers (ECTs) in the department;
- to have responsibility for the induction of new staff to the department;
- to delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff;
- to use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues;
- to personally keep up to date with developments and new ideas related to areas within the department;
- to work with staff to maximise effective and consistent delivery, involving all teachers and classroom assistants;
- to take ownership of your own CPD and ensure CPD is fit for purpose for you and your team.

Any other duties which may arise during the course of work and as authorised by the Head Teacher. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.

Date:

April 2026