

## JOB DESCRIPTION

<b>POSITION</b>	Head of Learning Area for Performing Arts: Specialism in Music or Drama
<b>SALARY</b>	Leadership Spine
<b>START DATE</b>	1st September 2023 [SLT day 29th August and Inset days 30th and 31st August 2023]
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	SLT - AVP
<b>RESPONSIBLE FOR</b>	Performing Arts Learning Area
<b>LOCATION</b>	Mossbourne Community Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, Teachers, Students and Parents

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Community Academy (MCA)

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care. We are driven to ensure that MCA pupils have future choice and opportunities, succeed in their chosen career pathway and make positive contributions to society. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level; we achieve recognition, nationally, and annually, for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of race, gender, background or ability, are encouraged to achieve their true potential and the behaviour of our pupils is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'outstanding' and starts with the sentence 'Mossbourne Community Academy changes pupil's lives for the better', because that is what we do, year on year. In 2023, Mossbourne Community Academy was named the top comprehensive school in London in The Sunday Times 'Good Schools Guide', the 5<sup>th</sup> most oversubscribed school in England and the most oversubscribed school in London. Such recognition is testament to the pride, hard work and dedication of our staff body, pupils and parents.

If you want to be part of the team that is improving the future of our students, then read on!

### **The Extended Leadership Team**

The Extended Leadership Team (ELT) consists of the Principal, the Vice Principal, and the Heads of Learning Area. The ELT support the principal in both the day-to-day running of the Academy and in shaping the medium and longer-term strategy for maintaining outstanding student outcomes. Heads of Learning Area are responsible for the teaching and learning, outcomes, budget, and management of staff within the Learning Area and closely support the SLT in the leadership of the academy.

### **The Performing Arts Learning Area**

The Music Department is comprised of three main teaching rooms, one of which is equipped with 21 iMacs, a Studio/Sixth Form composition room, a live room, a larger space for large ensembles, and several practice rooms equipped with pianos etc. Music is a specialism at the academy and huge emphasis is placed upon the delivery of, and enjoyment of the arts at Mossbourne community Academy. The Drama Department is based around the main Auditorium, with full lighting and sound systems, and a Drama Room, which has a smaller lighting rig. Extracurricular activities are run by both Music and Drama staff and the Music peripatetic staff where appropriate.

### **Job Summary**

Mossbourne Community Academy is currently seeking an outstanding leader and music or drama practitioner who is ready to join the Extended Leadership Team and lead one of the top Performing Arts departments in the country. The Drama and Music departments are notable in the Academy for maintaining high performance in Academic results whilst preparing our students for outstanding public performances, for instance the whole school production in November, or the Federation Concert in June. The Head of Learning Area for Performing Arts will line-manage postholders to ensure academic excellence and a vibrant and inspiring extra-curricular offer.

### **Main Duties & Responsibilities**

To work with the Head of Learning Area to ensure the effective provision of Mathematics teaching and learning throughout the key stage and to take on an active role in leading within the department. Responsibilities include, but are not limited to:

- To join the Extended Leadership Team and ensure outstanding outcomes for students in the Performing Arts Learning Area.
- To promote the Academy's ethos of high aspirations and outstanding performance in all areas.
- To model, in everything you do, the Academy's values of courtesy, hard work and excellence.
- Promoting and being committed to the Academy's aims and objectives and to implement Academy policies.
- To take responsibility for all academic outcomes in Music and Drama.
- To create a Learning area Action Plan and to ensure that all actions are completed in the timescales required.
- To model outstanding practice in Music.
- To performance-manage teaching staff within your learning area.
- To line-manage the Music Administrator and visiting music teachers.
- To oversee the peripatetic music offer.
- To manage Music, Drama and Production budgets.
- To observe colleagues as part of their performance management and give objective feedback, setting targets where appropriate.
- To keep abreast of developments in the Performing Arts curriculum and ensure that these changes are implemented in lesson delivery and schemes of learning.
- To undertake duties, including senior duties, as directed and in accordance with Academy expectations.
- To attend and support all Academy events, including parents' evenings and results days.
- To work with HODs to maintain the learning environment and the infrastructure within.
- To work with HODs to resource the learning area.
- To work with HODs to plan and deliver an outstanding series of INSET, designed to develop staff and optimise learning outcomes.
- To work with Senior Leaders and HOYs to ensure that the behavioural and safeguarding protocols are adhered to in the Learning Area.
- To work with HOLAs including the HOLA meeting to discuss logistical and T&L strategies across learning areas.
- To manage and develop relationships with key outside providers.
- To develop the Music Specialism including the Leaders programme.
- To maintain all the equipment required in Music and Drama lessons and in productions and concerts.
- To promote performing arts within the Academy to recruit suitable cohorts for Music and Drama at KS4 & KS5.
- To liaise with IT services to maintain the music mac suite.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations.
- To be a member of the pastoral team and, if required, a form tutor carrying out the associated responsibilities

## JOB DESCRIPTION

Person Specification				
Essential or Desirable [E or D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	A proven track record of success in middle leadership.	X	X	
E	Ability to teach your subject at all key stages.	X	X	X
E	A track record of supporting staff in improving their practice	X	X	
E	A track record of supporting students to achieve superb outcomes in your subject area.	X	X	X
E	Ability to reflect on your own and student performance in lessons and adapt practice accordingly.	X		X
E	Ability to select & devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work.	X		X
E	Effective planning, assessment and record keeping.	X	X	
E	to work independently & as part of a team, contributing to INSET.	X	X	
E	Ability to develop and maintain positive relationships with teachers, support staff and parents.	X		
E	Excellent classroom management & efficient resource organisation.	X	X	X
Qualifications				
E	A good degree in a relevant subject.	X	X	
E	Qualified Teacher Status (QTS).		X	
IT knowledge				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point).		X	
D	Ability to swiftly adapt to and utilise new/various systems/software		X	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area.		X	X
Behavioural Competencies				
E	Superb communication and interpersonal skills.	X		X
E	The ability to set, monitor progress towards, and achieve short-, medium- and long-term targets for your area of responsibility.	X	X	
E	Ability to meet all deadlines internally and externally ensuring output consistently is of an exemplary standard.	X		
E	The upmost integrity and high levels of motivation and commitment.	X		
E	Proactive approach & efficient time management & prioritisation skills.	X		
E	Genuine interest and passion for the education of young people & the ability to contribute more widely to Federation life & the community.	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role.	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e., via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings.	X	X	X
E	Play an active role in terms of Safeguarding all students and adults.	X	X	X

Mossbourne Federation reserves the right to modify the above contents to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.