

Job Description for Head of Performing Arts



Post Title	Head of Performing Arts
Purpose:	<p>To continue the progress of Frome Community College towards being an acknowledged centre of excellence of teaching and learning by:</p> <ul style="list-style-type: none"> ▪ leading the delivery of an innovative and progressive curriculum and securing excellent outcomes for students in their given paths. ▪ Providing top level academic leadership to teaching staff on the delivery of academic goals. ▪ To promote and lead on the delivery of a vibrant program of extra -curricular activities. ▪ Advising the Vice Principal on the use of progress in teaching and learning throughout the curriculum. ▪ Monitoring, evaluating, and reviewing improvement in teaching and learning, curriculum innovation and deployment of resources to maximize outcomes. ▪ Ensure that there are mechanisms for effective continued professional development throughout the faculty. ▪ Reporting to Vice Principal/Governors/SLT on progress towards Frome Community College being an acknowledged center of excellence. ▪ Developing and enhancing the teaching practice of others within the subject area.
Reporting to:	Vice Principal
Line Managed by:	Vice Principal
Responsible for:	Leadership and management of the faculty
Liaising with:	Principal, Vice Principals and Assistant Principals, other Faculty Leaders/Department, Student Support Services and relevant staff with cross school responsibilities, relevant non-teaching support staff, LA staff, parents, Governors, Community Groups.
Salary/Grade:	MPS/UPS with TLR 2D £7,368
Operational/Strategic Planning	<ul style="list-style-type: none"> ▪ To ensure that the core focus in the school is Learning. ▪ To support Faculties in developing appropriate, rich, teaching and learning strategies in accordance with the Frome Community College Learning Policy and Assessment & Target-setting Policy. ▪ To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the College. ▪ To liaise with the SENCO, TAG, Pastoral and Inclusion Teams in order to extend the curriculum for all to ensure support, stretch and challenge.

	<ul style="list-style-type: none"> ▪ To Safeguard young people by ensuring that all aspects of Health & Safety are adhered to in lessons and enrichment areas. ▪ To oversee and coordinate a program of peripatetic instrumental tuition.
Curriculum Provision:	<ul style="list-style-type: none"> • To oversee the delivery of the taught curriculum.
Curriculum Development:	<ul style="list-style-type: none"> ▪ To support curriculum development across the school. ▪ To set, monitor and support the delivery of targets for use and application within Faculties. ▪ To keep up to date with national developments within pedagogy and teaching practice and methodology. ▪ To monitor and respond to curriculum development and initiatives at national, regional and local levels. ▪ To foster vocational links to support careers and next steps. ▪ To monitor the uptake of SEND and PP Pupils to KS4/KS5 reducing the gap.
Staff Development	<ul style="list-style-type: none"> ▪ To work with all staff to create innovative resources that reflects our desire to be an acknowledged centre of excellence. ▪ To participate in the interview process for teaching posts and to ensure effective induction of new staff in line with School procedures. ▪ To promote teamwork and to motivate staff with a 'can-do' philosophy to ensure effective working relations. ▪ To participate in the school's ITT programme. ▪ To monitor staff performance to ensure excellent outcomes for all. To carry out staff appraisals for staff you line manage. Create support packages for staff where required, leading by example.
Quality Assurance	<ul style="list-style-type: none"> ▪ To ensure the effective operation of quality control systems throughout the school so that the best use is made of personnel within Teaching and Learning, Assessment and Monitoring. ▪ To establish common standards of practice across the school and develop the effectiveness of teaching and learning styles in all subject areas using the Frome Community College Learning & Teaching Policy. ▪ To contribute to the College procedures for lesson observation. ▪ To implement College quality procedures. ▪ To seek/implement modification and improvement where required particularly resulting from Curriculum Reviews.
Management Information:	<ul style="list-style-type: none"> ▪ To work with the MIS to ensure that the SIMS system provides the data required by staff. ▪ To provide the Governing Body with relevant information relating to the Faculty.
Communications:	<ul style="list-style-type: none"> ▪ To liaise with Comms staff to ensure that the faculty is promoted on website and social media. ▪ To co-ordinate department meetings, chair meetings, organizing agenda etc. ▪ To attend Subject Leader meetings when required. ▪ To present at SLT meetings when requested.

	<ul style="list-style-type: none"> ▪ To liaise with partner schools, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies. ▪ To represent the views and interests of the subject area. ▪ To liaise with parents/careers to promote the faculty – curriculum and extra-curricular.
Management of resources:	<ul style="list-style-type: none"> ▪ To manage the available resources of space, staff (department budget), money and equipment efficiently within the limits, guidelines and procedures laid down, requisitioning, organizing and maintaining equipment and stock and keeping appropriate records.
Teaching:	<ul style="list-style-type: none"> ▪ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	<ul style="list-style-type: none"> ▪ To play a full part in the life of the school community, to support its written statement of values and aims, the broad aspirations of Frome Community College and to encourage and ensure staff and students to follow this example. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.</p> <p>Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanor and dress.</p> <p>This job description is current at the date shown, but will be reviewed annually as part of the Performance Management process or at other appropriate times as determined by the Principal.</p>

Signed:

Date: