

Job Title:	Head of Performing Arts
Contract Information:	Permanent
Responsible to:	Senior Assistant Headteacher
Responsible for:	Performing Arts Department
Terms & Conditions:	The current conditions of employment of schoolteachers as laid down by the Department for Education will apply.
Salary Range:	Head of Performing Arts – Main Pay Scale / Upper Pay Scale (Dependant on Experience) plus TLR 2.3 £8,610

Background & Vision:

Our vision for 'world class' education is one in which all students:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

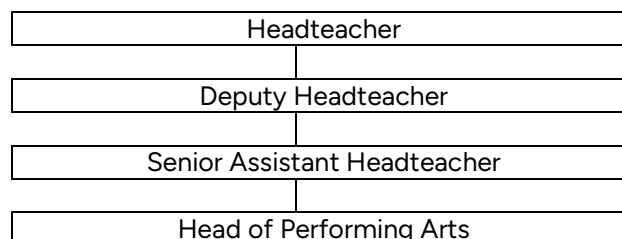
We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our students, as their success is our success.

Purpose of the Job:

To lead the department and take responsibility for ensuring a world class provision across Music, Drama and Dance; to teach pupils within the academy and to carry out such other associated duties as are reasonably assigned by line managers and the headteacher; to continue the development of appropriate syllabi, materials and schemes of work; to generate continuous improvement and progress across all elements of provision within the department.

Organisational Chart



Control of Resources

Personnel: **None**
Financial: **Music budget & Performing Arts budget**

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

Internal:

1. Teaching and support staff within the academy.
2. Users of the academy.
3. Voluntary helpers.
4. Students.

External:

1. Parents/Carers.
2. Visitors and stakeholders.

Key Duties and Responsibilities:

The main duties of the post will include:

- a) **To lead and manage Music and Performing Arts across both Key Stage 3 and 4.**
- b) **To be directly responsible for all attainment in Music and Performing Arts at Key Stage 3 and 4.**
- c) **To develop the staff in the Music and Performing Arts departments.**
- d) **To be responsible for the Departmental Quality Assurance programme (DQA) in Music and Performing Arts.**

These duties will require you to:

- Be an exceptional classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE level.
- Review the Intent, Implementation and Impact of the Music and Performing Arts curriculums.
- Develop learning and teaching in Music and Performing Arts.
- Develop and review the syllabus, resources, marking and assessment policies and teaching and learning strategies in the department.
- Have direct responsibility for results at Key Stage 4 for Music and Performing Arts.
- In conjunction with the Examinations Officer, ensure all information is completed accurately for Examination Entries in Music and Performing Arts.
- Use data effectively in order to set and monitor targets for individual pupils and implement appropriate intervention strategies such as support and revision lessons in Music and Performing Arts, in order to raise standards of pupil attainment and achievement.
- Evaluate the teaching of Music and Performing Arts, and use the analysis to identify effective practice and areas for improvement
- Take action to improve further the quality of teaching in the department.
- Lead on annual productions, and other events, which showcase the work of pupils in Music and Performing Arts.

- Ensure the department facilitates a substantial extra-curricula offer.
- Record and analyse national, local and school data and report results to your Line Manager, plus research and inspect evidence to inform policies, practices, expectations, targets and teaching methods.
- Lead, monitor and evaluate teaching and learning in Music and Performing Arts.
- Develop challenging materials for all pupils, including higher prior attaining pupils. To be responsible for higher ability pupils progress and ensure challenging targets are met or exceeded.
- Ensure Music and Performing Arts work is set for absent colleagues.
- Be responsible for analysing summative data to help inform our medium and long-term planning.
- Be responsible for publishing the findings of data analysis in a way that is accessible and useful.
- Be responsible for leading subject team meetings.
- Facilitate in the administration of team meetings through the distribution of agenda items and the drafting of minutes.
- Ensuring all official documentation is efficiently distributed to parties concerned.

Other Accountabilities

Support the development of the subject

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated Music and Performing Arts curriculum for all pupils studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body.
- Be responsible for the formulation of department's policy, aims and objectives which relate to National Curriculum requirements and the school's curriculum and equal opportunities policies.
- Actively participate in promoting and implementing the relevant sections of the Music and Performing Arts Departmental Improvement Plan and ensure that the team is clear about action to be taken, timescales and criteria for success.
- Develop opportunities for the delivery of Music and Performing Arts which clearly promote engagement of the subject.
- Actively engage pupils to support reasonable selection of both Music and Performing Arts as KS4 Options subjects.

Teaching and Learning

- Monitor the progress made towards the Music and Performing Arts Department Improvement Plans, evaluate the effects on teaching and learning, and use this analysis to guide further improvements.
- Develop the use of data to inform learning to enhance the planning of lessons and homework.
- Secure and sustain effective teaching of the subjects for self and others, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement.
- Monitor curriculum coverage, continuity and progression for all pupils, including those of high ability, vulnerable students and those with special educational or linguistic needs.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils in Music and Performing Arts.
- Lead the Monitoring and Evaluation of teaching and learning in Music and Performing Arts.
- To ensure the department's assessment and homework policies conform to school policies.
- To implement clear policies and practices for assessment for learning, assessment of learning, recording and reporting on pupil achievement (in line with academy protocols) and for using this information to recognise achievement and to assist pupils in setting targets for further improvements.
- Ensure effective development of pupils' individual and collaborative study skills necessary for them to become increasingly independent in their work.

Leading and Managing Staff

- Ensure that the Headteacher, senior leadership team and governors are informed about Music and Performing Arts developments and activities.
- Lead the Music and Performing Arts team to engage, inspire and motivate pupils to maximise their enjoyment of, and progress in the subjects.
- Lead and develop all staff, including UPS staff and TLR holders.
- To act as first point of reference with regards to behaviour management of pupils and liaise with pastoral staff as and when necessary.
- To ensure effective development of pupils' literacy, numeracy, ICT, Personal Learning and Thinking skills.

- Assist with in-service training and support the professional development of colleagues, in order to lead, develop and enhance the teaching skills of the department.

Efficient and effective deployment of staff and resources.

- Access appropriate resources for Music and Performing Arts to ensure that they are used effectively, efficiently and safely.
- Effectively deploy LPAs.
- Support the effective and efficient management and organisation of learning resources, including information and communications technology.
- In conjunction with members of the SLT, deploy staff to ensure delivery of workshops and enrichment days.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the academy ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events, as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- To work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	Postholder	Date
Signed	Line Manager	Date