



WE ARE ASTREA

**Head of Performing Arts
(Music Specialist)**

ASTREA ACADEMY SHEFFIELD
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





O PEN LETTER FROM OUR PRINCIPAL, EMMA GLOVER

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. This is a rare and unique opportunity to join us on our journey. We first opened our doors in September 2018 and are growing year on year. We are now looking for the next phase of exceptional professionals to join the team, particularly to strengthen our future sixth form offer.



It is key to understand the context of our academy. We are a city centre school, where we serve the local community of Burngreave. 52% of our scholars are disadvantaged, with 49% currently receiving Free School Meals. Scholars with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. Our vision is to provide an exceptional, knowledge-rich educational experience, which ensures all scholars succeed.

Since opening, we have grown rapidly each year, from under 200 scholars in the first year to now over 800. We are delighted to say we are the secondary school of choice in the area and we were significantly oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed Primary Phase building and a brand new Secondary Phase building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few). Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

All staff and scholars live by our values:

- ★ ★ Scholarship – to be committed to advanced academic work
- ★ ★ Respect – to be kind, considerate and follow the rules
- ★ ★ Responsibility – to do what is morally right and make sensible decisions
- ★ ★ Curiosity - to be eager to learn and know more
- ★ ★ Tenacity – to be very determined and not to give up easily

This is a truly unique and once in a life time opportunity and we are seeking **exceptional** individuals who are able to offer the absolute best to enhance the life chances of scholars at Astrea Academy Sheffield.

We look forward to meeting you.

Yours sincerely,

Emma Glover
Principal



JOB DESCRIPTION

SALARY	MPS/UPS +TLR 2D
CONTRACT TYPE	Permanent
START DATE	September 2022

Purpose

The Head of Performing Arts will ensure the highest standards of learning, development and achievement for scholars throughout the Academy. This will be achieved through the clear and effective leadership of the department. The Head of Performing Arts will be an integral leader in the Academy and embody a passion for all-through education. The successful candidate will be a music specialist.

Main Duties and Responsibilities:

Key Responsibilities

- ★ Leadership of all elements of the Performing Arts Department, including staffing and resourcing
- ★ To develop and constantly evaluate a knowledge rich Performing Arts curriculum which meets the needs of scholars
- ★ To deliver high levels of scholar progress across the Academy
- ★ To support the personal development of scholars by working with local providers to ensure an outstanding Performing Arts offer
- ★ Development of KS4 Performing Arts Offer
- ★ Development and launch of KS5 Performing Arts Offer
- ★ Undertaking any professional duties reasonable delegated to them by the Principal
- ★ Upholding the Academy values and ethos of an all through provision, ensuring scholars life chances and destinations are the drivers for success.

Main Duties

- ★ To act as Line Manager and Performance Manager for nominated staff
- ★ To lead on an identified group of key issues as outlined in the job purpose and initially leading the development of the academic and vocational curriculum in the department
- ★ Along with other members of the Middle Leadership Team, ensure health and safety of scholars over lunchtimes, breaks and other times when scholars are allowed on the premises (this is usually organised on a rota basis)
- ★ To ensure Middle Leadership Team presence at public meetings, events and functions as appropriate
- ★ To represent the Directorate at meetings and functions when required
- ★ To set the highest expectations and raise standards
- ★ To be accountable for scholar progress and attainment levels within the subject area
- ★ To ensure that strategies are in place to maximise levels of attainment for all scholars
- ★ To take responsibility for the development of the quality of learning and teaching with the discipline across the whole department
- ★ To develop and enhance the practice of other members of staff in the subject area aspiring to being outstanding from all
- ★ To lead and manage the subject area, including contributing to extra-curriculum activities and the wider life of the Academy



- ★ To contribute to the strategic leadership of the department, as a member of the Middle Leadership Team, developing, implementing and evaluating systems, policies and procedures
- ★ To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy as appropriate
- ★ To maintain high, visible presence around the Academy to ensure that the highest standards of behaviour and site-usage are upheld
- ★ To contribute to discussions and decisions at Middle Leadership Team meetings
- ★ To communicate and liaise with staff, scholars, parents, governors and members of the local community as appropriate
- ★ To be active in issues of staff and scholar welfare and support
- ★ To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- ★ To demonstrate a commitment to Equality of Opportunity for all members of the academies community
- ★ To be aware of, be responsible for the implementation of, and comply with, policies and procedures relating to child protection, reporting all concerns to an appropriate person

Supporting the leading of Teaching and Learning

- ★ To ensure a realistic consistent and continuous Academy-wide focus on scholar achievement, using data and benchmarks to monitor progress in every scholar's learning
- ★ To ensure that learning is at the centre of a strategic planning and resource management
- ★ To establish creative responsive and effective approaches to learning
- ★ To ensure a culture and ethos of challenge and support where all scholars can achieve success and become engaged in their own learning
- ★ To demonstrate and articulate high expectations and set realistic, obtainable targets for the whole Academy community
- ★ To implement strategies which secure high standards of behaviour and attendance
- ★ To determine, organise and implement a diverse and flexible curriculum and implement an effective assessment framework
- ★ To take strategic role in the development of new and emerging technologies to enhance and extend the learning experience of scholars and staff
- ★ To monitor, evaluate and review classroom practice and promote improvement strategies
- ★ To challenge underperformance at all levels and ensure effective corrective action and follow-up

Working to developing self and working with other

- ★ To behave with all staff in a manner which creates and maintains a positive Academy culture
- ★ To build a collaborative learning culture within the Academy and actively engage with other schools/academies to build effective learning communities
- ★ To develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- ★ To acknowledge the responsibilities and celebrate the achievements of individuals and teams
- ★ To develop and maintain a realistic culture of high expectations for self and others and take appropriate action when performance is unsatisfactory
- ★ To regularly review own practice, set personal targets and takes responsibility for own personal development
- ★ To safeguard self and staff from the destructive dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives

Working to manage the organisation



- ★ To create an organisational structure which reflects our values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- ★ To produce and implement clear, evidence based improvement plans and policies for the development of the department and its facilities
- ★ To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- ★ To manage our financial and human resources effectively and efficiently to achieve the educational goals and priorities
- ★ To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the department
- ★ To implement successful performance management processes with all staff
- ★ To manage and organise the environment efficiently and effectively to ensure that it meet the needs of the curriculum and health and safety regulations
- ★ To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all scholars and provide value for money
- ★ To use and integrate a range of technologies effectively and efficiently to manage the Academy
- ★ To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc
- ★ To actively engage in projects and/or initiatives across the family of schools as and when directed by the Principal and/or CEO

Working to secure accountability

- ★ To fulfil commitments arising from contractual accountability to the governing body
- ★ To develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- ★ To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- ★ To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- ★ To develop and present a coherent, understandable and accurate account of the Academy's performance to a range of audiences including governors, parents and carers
- ★ To reflect on personal contribution to Academy achievements and to take account of feedback from others

Working to strengthen community

- ★ To champion the Academy within the community and build an ethos around a 2-18 provision that encompasses the highest expectations from all
- ★ To build an Academy culture and curriculum which takes account of the richness and diversity of our communities
- ★ To create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment
- ★ To ensure learning experiences for scholars are linked into and integrated with the wider community and to ensure that scholars have opportunities to take on leadership roles within the Academy and the wider community
- ★ To ensure a range of community based learning experiences
- ★ To collaborate with other agencies, including other providers in the provision for the academic, spiritual, moral, social, emotional and cultural well-being of scholars and their families
- ★ To create and maintain an effective partnership with parents and carers to support and improve scholar achievement and personal development
- ★ To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the Academy to enhance and enrich the work of the Academy and its value to the wider community



ASTREA ACADEMY TRUST | Head of Performing Arts (Music Specialist)

- ★ ★ To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other academies, schools and colleges promoting innovative initiatives
- ★ ★ To co-operate and work with relevant agencies to protect scholars

General

All Astrea Sheffield employees are required to:

- ★ ★ Abide by the Health & Safety at Work Act
- ★ ★ Attend training as required
- ★ ★ Respect confidentiality
- ★ ★ Work within the Academy and Trust policies and procedures
- ★ ★ Comply with the Academy and Trust no smoking policy
- ★ ★ Participate and contribute to team meetings
- ★ ★ Co-operate and liaise with departmental colleagues
- ★ ★ Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- ★ ★ Support and encourage harmonious internal and external working relationships
- ★ ★ Make a positive contribution to raising the profile of the Academy



PERSON SPECIFICATION

EXPERIENCE

- ★ ★ Teaching experience of Key Stage 3/ 4 / 5 in Performing Arts / Music
- ★ ★ An interest and passion as an educator in Performing Arts / Music
- ★ ★ Coaching and mentoring staff within their discipline
- ★ ★ Line management of staff within an accountability structure
- ★ ★ An awareness of current issues in subject area leadership
- ★ ★ Understanding of health and safety issues and good practice
- ★ ★ Up to date knowledge in subject, national and local policy, classroom management strategies, research/inspection findings, statutory requirements surrounding their area of the curriculum

EDUCATION & QUALIFICATIONS

- ★ ★ Educated to GCSE standard – English & Maths grade C or above (or equivalent)
- ★ ★ Degree or equivalent qualification in Performing Arts / Music
- ★ ★ Qualified teacher status

SKILLS & KNOWLEDGE

- ★ ★ An outstanding classroom practitioner
- ★ ★ Good organisational and personal management skills
- ★ ★ Exemplary planning and teaching
- ★ ★ Exemplary behavior management
- ★ ★ An ability to manage a team of both teachers and associate staff
- ★ ★ Able to monitor and evaluate standards of teaching, learning and achievement
- ★ ★ An ability to develop good working relationships with scholars and staff
- ★ ★ Ability to monitor and evaluate classroom standards including lesson observation
- ★ ★ Effective time-management
- ★ ★ Good ICT skills and understanding of the role of new technologies to enhance teaching and learning in the area of their responsibility and wider.
- ★ ★ Hold an enhanced DBS
- ★ ★ Use data to set appropriate and challenging targets for scholar's performance and provide focus for strategic development of the curriculum area
- ★ ★ Using data to inform the strategic development of teachers and to monitor and evaluate standards both within the department and national context
- ★ ★ Commitment to self and team development



ASTREA ACADEMY TRUST | Head of Performing Arts (Music Specialist)

- ★ Work in ways that promote equality of opportunity, participation, diversity and responsibility
- ★ A commitment to abide by and promote the academies Equal Opportunities, Health and Safety and Child Protection policies
- ★ A professional responsibility to promote and safeguard the welfare of children and young people
- ★ Be a role model in setting professional standards in all aspects of the role

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org