

Head of Performing Arts (Music)

CST Trinity Academy

Job Description

Position Profile

Responsible to:	Headteacher/Deputy Headteacher
Salary:	CST pay scale plus CST Responsibility allowance R3 (£7,916)
Start date:	1st September 2024
Post:	Maternity leave cover or the potential of a fixed term contract for one year.

Music at Cathedral Schools Trust and Trinity Academy

Music is at the core of the Cathedral Schools Trust which is committed to seeing all children experience the highest level of music making and is resourcing all of its schools to achieve this. At Trinity Academy every student is offered a free instrument and heavily discounted lessons which are taught by an outstanding team of peripatetic teachers. Every student who takes up an instrument plays in our starter orchestra called 'Andante'.

All of year 7 and 8 sing in a choir and we have 3 additional choirs for older voices and for those who want to take their singing further. At KS3, year 7 and 8 have two 50 minute music lessons per week, and year 9 have one 50 minute lesson per week. At KS4, we are running GCSE Music and NCFE Music Technology, with around 40 students across both courses in Years 10 and 11.

In September 2021 we moved into a purpose built £25m new school with a 500 seater concert hall at its heart and a substantial suite of music teaching rooms, music technology rooms and practice rooms. We have 18 peripatetic instrumental/vocal teachers, many of whom contribute to our thriving co-curricular programme with over 17 music clubs happening each week. We have a busy schedule of performances, concerts, visits to primary schools and trust initiatives over the academic year.

Purpose of the role

To ensure that every student at Trinity Academy achieves their absolute best, in line with our ambition to be a +1 school.

Responsibilities of the role

Strategic development responsibilities of the role may include:

- leading an outstanding music department
- having and sharing a clear vision of the intent, implementation and impact of the performing arts at Trinity Academy both in and out of the classroom
- leading on the curricular and co curricular offer for music at Trinity Academy
- creating a climate which enables staff to develop their craft as teachers of Music, Drama and Dance and to communicate the joy and wonder of the teaching and learning of these subjects both as discrete disciplines and in collaboration;
- using data effectively to identify students or groups who are underachieving in these subjects and, where necessary, leading the implementation of effective plans of action to support those students;
- analysing and interpreting, relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
- evaluating the effectiveness of departmental plans and strategies; and
- developing opportunities to improve cultural capital for students, especially SPIGs through coordination of extracurricular activities.

Teaching and learning responsibilities may include:

- ensuring curriculum design, coverage, continuity and progression in the subjects for all students,
- ensuring that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students;
- providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of all students;
- ensuring effective development of students' literacy, numeracy, oracy and information technology skills through the subject;
- establishing and implementing clear policies and practices for assessing, recording and reporting on pupil achievement and assisting students in setting targets for further improvement;
- ensuring that information about students' achievements in previous classes and schools is used effectively to secure outstanding progress in the subjects;
- setting expectations and targets for staff and students in relation to standards of pupil achievement and the quality of teaching; establishing clear targets for pupil achievement, and evaluating progress and achievement in the subjects

by all students, and by groups of students – including disadvantaged, looked-after children and other vulnerable groups;

- evaluating the teaching (both in and out of the classroom) of the subjects in the school, using this analysis to identify effective practice and areas for improvement;
- ensuring effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school;
- ensuring that teachers of the subjects are aware of their contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens;
- ensure that teachers of the subject know how to recognise and deal with racial stereotyping.

Leading and managing staff may include:

- helping staff to achieve caring and respectful relationships with students;
- establishing clear expectations and constructive working relationships among staff involved across music, drama and dance, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
- performance managing staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s); holding colleagues to account where necessary;
- auditing training needs of subject staff;
- leading professional development of subject staff through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, LEAs, subject associations;
- ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction;
- enabling teachers to achieve expertise in their subject teaching;
- working with the SENDCo and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs; and
- ensuring that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans.

Efficient and effective deployment of staff and resources may include:

- establishing staff and resources needs for the subjects and advise the headteacher and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;

- ensure that the co curricular offer for the arts is effectively resourced to allow inclusivity and challenge;
- deploying, or advising the headteacher on the deployment of staff involved in the subjects to ensure the best use of subject, technical and other expertise;
- ensuring the effective and efficient management and organisation of learning resources, including information and communications technology;
- maintaining existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school; and
- using accommodation to create an effective and stimulating environment for the teaching and learning of the subject;

Health and Safety responsibilities include:

- promoting a culture of outstanding Health and Safety Practice;
- ensuring that the Performing Arts Health and Safety Policy is reviewed, implemented and followed by all members of the department, including non-teaching staff;
- ensuring appropriate, regular training for all colleagues is directed, monitored and recorded;
- ensuring all activities are approved, included in schemes of work, with appropriate risk assessments; and
- ensuring safety issues are reported through the appropriate line management; Health and Safety is a standing item in all Science meetings.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.