



# Job Description

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| <b>Post Title:</b>                     | <b>Head of Performing Arts</b>    |
| <b>Line manager:</b>                   | <b>Senior Leadership Team</b>     |
| <b>Line management Responsibility:</b> | <b>Performing Arts Department</b> |
| <b>TLR:</b>                            | <b>TLR 2.1</b>                    |

## Specific Areas of Responsibility

- To lead and manage the Department to ensure the highest quality of teaching and learning in the curriculum covered by this department.
- To monitor the work of the department and to provide the Headteacher with appropriate analyses of departmental results.
- To ensure that the department is constantly seeking to improve its practice and works in ways that are consistent with the rest of the school.
- To attend Senior Leadership Team and Governors meetings as requested.

## Generic Areas of Responsibility

### Teaching and Learning:

- To demonstrate high standards of teaching thereby impacting on the learning & achievement of students and, as such, to be a positive role model to other staff.
- To increase student attainment and progress within the subject area.
- To ensure that every student is given the opportunity and support to make progress.
- To be responsible for leading relevant and appropriate curriculum planning.
- To ensure the curriculum meets statutory requirements, supported by relevant schemes of learning, lesson plans and resources.
- To implement and monitor the application of the school’s homework policy within the subject area.
- To monitor and support the overall progress and development of students within the subject area.
- To advise team members on Behaviour for Learning and classroom management strategies appropriate to the relevant subject and needs of students.
- To ensure the Behaviour Management Policy is successfully implemented in the subject area so that effective learning can take place both in classrooms and the subject area as a whole

### Assessment and Making Use of Data to Track Student Progress:

- To implement assessment, monitoring and evaluation procedures consistent with national requirements and in line with school policy.
- To evaluate and make use of performance data, using baseline information, to report on progress made and value added when contributing to self-evaluation and quality assurance procedures.
- To track student progress through data analysis.
- To make use of data to set targets for individual students as well as groups and cohorts of students in identifying student underachievement and student potential.
- To regularly analyse and evaluate data to ensure that each cohort is on track towards targets set and identify intervention strategies to support progress.



## Leadership

- To lead a team of teachers and other staff in meeting the learning needs of students in the curriculum area.
- To demonstrate appropriate leadership behaviours which inspires confidence in others, whilst also challenging and supporting colleagues, thereby creating a positive impact at school and faculty level.
- To maintain clear vision, purpose and high expectations of staff and students, focusing on student achievement.
- To implement strategic planning for the department co-ordinated with the School Improvement Plan and Department Improvement Plan.
- To input into the Department self-evaluation procedures.
- To take a lead in maintaining and developing monitoring and tracking systems across the subject area.
- To collaborate with Senior Leaders and Heads of Department to raise pupil attainment.

## Management

- To ensure that Health and Safety policies and practices are adhered to, including those specific to the subject area, and that Risk Assessments are in line with national requirements and are updated where necessary.
- To ensure that the conduct and behaviour of students within the area is in line with school policy and to be available to help members of staff as problems arise.
- To provide information to relevant stakeholders as required.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject and liaising with the Cover Supervisors/relevant member staff as appropriate.
- To implement and promote school policies and procedures, e.g. Health & Safety, Child Protection and Equal Opportunities.

## Accountability and Monitoring

- To be accountable for student progress and development within the subject area.
- To ensure that provision is made for the full ability range of students.
- To monitor subject achievement and individual teacher performance in teaching and learning.
- To monitor the learning experiences of students by undertaking quality assurance activities.
- To be accountable for the achievement of students and staff in the subject area.
- To ensure effective communication with parents and community representatives as appropriate.

## Coaching, Mentoring and Enhancing the Professional Development of Others'

- To develop and enhance the teaching practice of others, including ECTs and teachers in their early years.
- To undertake regular lesson observations, scrutiny of students' work and monitoring of colleague's performance in order to give professional feedback to subject members as well as to inform school self-review.
- To undertake appraisal and to act as reviewer for staff within the subject area in order to provide each team member with an entitlement to self-review and to guide them in developing a continuing professional development plan.
- To support subject staff in developing a CPD Professional Portfolio.
- To coach and mentor staff in the subject area in order to support them in their role and in order to raise the standards of both student and staff learning.
- To coach and mentor staff through the Teacher Standards.
- To participate in own professional development and actively support department colleagues in theirs, ensuring that CPD training needs are prioritised and training disseminated.



## School Ethos

To play a full part in the life of the school community, to support its distinctive vision and ethos to adhere to the staff professional code of conduct.

## Additional Duties

To undertake any other duty as specified by STPCD not mentioned in the above.  
To complete such comparable duties as may be required by Headteacher or Line Manager.