



HEAD OF PERFORMING ARTS: JOB DESCRIPTION

Salary

The post carries a TLR 2/2 allowance of £4,781 in addition to the post holder's substantive salary.

Line of responsibility

The head of department is directly responsible to the senior leader responsible for performing arts.

Line management

The head of department is responsible for the performance of all staff within the department, including acting as team leader within the school's appraisal scheme.

Job content

Strategic purpose

The head of department will play a major role, under the direction of the leadership team, in establishing the aims and objectives of the department to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives. S/he shall lead the staff appraisal arrangements within her/his department and set challenging targets to ensure that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school's development plan.

Core responsibilities

- S/he shall have overall responsibility for all teaching and learning within the department.
- S/he shall ensure, through the effective operation of assessment, recording and reporting systems, that all pupils within the department meet agreed targets, both individually and across the department, and shall ensure that schemes of work include provision for personalised learning.
- S/he shall ensure that all members of the department are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the department is adequately resourced to fulfil its function within the school.
- S/he shall keep abreast of national strategy and developments impacting on her/his subject area/s and ensure information is communicated to the department and whole-school staff, and the department is responsive to such developments.
- S/he will have a leading role in the provision of extra-curricular/enrichment opportunities linked to the role.
- S/he shall contribute to curriculum development and timetabling as required.
- S/he shall oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the department.
- S/he shall work within the school's professional development programme to ensure that s/he and the members of the department keep their knowledge and expertise up-to-date.



- S/he shall play a key role in the appointment of staff within the department, and shall put in place arrangements for the mentoring of early career and trainee teachers within her/his subject area/s as required.
- S/he shall represent the interests of the department within the wider management of the school, and participate in any collaborative arrangements with other schools which may benefit the development of the department.
- S/he shall agree appropriate professional targets annually with the appropriate senior leader, who will monitor and review her/his performance in accordance with the school's appraisal policy.
- S/he shall manage the department budget/s and ensure value for money in resourcing the department.
- S/he shall contribute as appropriate to whole-school initiatives, such as induction days, and shall encourage extra-curricular activities and educational visits within the school guidelines.
- S/he shall be responsible for all aspects of health and safety within her/his department.
- S/he shall attend heads of department meetings.