The Holy Family

Catholic School



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| Job Description |

**POST TITLE:** Subject Leader for Drama and Music

**Salary**: MPS/UPS £30,000 – £46,525 with TLR 2a (£3213)

**Responsible to**: Head of Faculty for Performing Arts

**Role Summary**

By leading a team of teachers and support staff the Subject Leader will ensure that subject practices improve the quality of teaching and learning experiences of all students ensuring that their needs and aspirations are met and that standards of achievement in faculty / school continue to rise. The Subject Leader will lead by example and inspire staff with a clearly articulated vision for their areas of responsibility. They will provide the leadership and direction necessary to implement the School Improvement Plan and the aims and objectives of the school and play a major role in developing school policy and practice.

The Subject Leader will be mindful of the Mission Statement of the school endorsed through the work, planning, documentation and conduct of the Faculty.

**Personal Qualities**

* A commitment to the general Catholic ethos of the school
* Initiative and a clear sense of responsibility
* A clear understanding of outstanding practice for learning
* A commitment to the idea of continual improvement
* An ability to think strategically and listen to staff, students, and parents
* A clear understanding of the impact technology can have on learning
* Able to promote a sense of fun, enjoyment, and achievement
* Able to disseminate information with clarity and provide leadership on learning
* An ability to foster a strong sense of belonging with students and a sense of collegiality with staff
* Committed to helping all our students achieve their best
* Good communication skills with a wide range of audiences
* Emotionally robust and personally resilient
* Adaptable and flexible in approach
* Keen to uphold the standards of the school, within the policies and established practice

**Key Tasks and Activities**

* To teach all key stages (3-5) within the subject areas
* To ensure effective delivery of the Drama and Music curricula
* To ensure the Drama and Music curricula are effectively sequenced across the key stages
* To facilitate and encourage a learning experience for all students to access
* Line manager for subject teachers
* Undertaking performance management for allocated staff that you line manage
* Participate in selection of new staff for the subject areas
* Chair subject meetings and encourage participation on joint initiatives within the faculty
* Help organise the calendar for the faculty, through discussion with faculty leader and teachers and lead / organise training to ensure effective working of the subjects
* Delegate appropriate responsibilities to staff and ensure that these responsibilities are met
* Through communication with staff support the Head of Faculty in updating, and revising faculty policies and ensure that all staff implement faculty and school policies
* Support and guide members of the subject areas, ensure that they have the relevant CPD throughout the year to improve their skills
* Monitor teaching and learning within the subject areas and advise and feedback to staff where appropriate
* To plan, prepare and develop all necessary QA processes in accordance with school policy (work scrutiny, student voice etc) in consultation with Head of Faculty
* Support the Head of Faculty in the preparation of the annual faculty QA review and prepare and monitor subsequent action plans
* To create a sense of vision and inspire staff within the subject areas
* To evaluate progress attained each year and revise SEF accordingly. To feedback this information to Head of Faculty
* To ensure that subjects schemes of work are appropriate and allow access to all students, irrespective of their ability
* Implement strategies, through consultation with staff to address under achievement at all Key stages.
* To work with faculty staff to identify appropriate learning strategies and intervention for all students including SEN, PP and more able.
* To ensure that regular assessments are undertaken, and books are marked at least twice a half term
* To ensure that student progress is being monitored and targets set across the subject areas
* To maintain records of achievement and targets and use these to track students through the Key Stages
* To evaluate exam results at KS4 and KS5, through consultation with subject teachers and feedback to the Headteacher and Deputy Headteacher – Quality of Education and Head of Faculty
* Help the Head of Faculty to implement the school Behaviour Policy, in accordance with school policy
* Ensure that all staff in the subject areas are implementing school behaviour and reward policies
* Liaise with Year Directors and parents, when appropriate, to monitor progress and development of individual students
* Ensure that the Catholic ethos of the school is respected within the subject areas and contribute to the moral, spiritual, and social development of students
* Contribute to the development of whole school policies via the Head of Faculty
* Ensure provision of enrichment activities within the subject areas
* Ensure that all necessary resources are ordered and maintained within the subject areas
* Manage the subject budget and ensure that the budget is adhered to
* To ensure that there is an accessible stock of resources for all staff in the subject

**Person Specification – Subject Leader for Drama & Music**

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| **Essential Criteria** | **Desirable Criteria** | **Evidence** |
| **Qualifications:**Qualified Teacher StatusAppropriate degree or equivalent qualification | Further professional qualifications, e.g. Lead Practitioner, NPQMLPractising Catholic | InterviewApplication FormReferencesProof of Qualifications |
| **Experience:**Experience of managing a complex workload of competing demands | Proven experience of successfully leading initiatives and improvements which had measurable impact on standardsExperience of driving forwards and achieving very high standards and challenging existing practices and levels of performanceExperience of establishing, reviewing, and monitoring progress and achievementExperience of monitoring and evaluation at whole school levelExperience of leading change processes at a paceExperience of development planning at a strategic levelExperience of leading the development of learning and teachingExperience of leading and managing teams to the achievement of common goals | Application formInterviewReferences |
| **Skills and ability:**Excellent classroom practitioner with a wide range of teaching skillsAbility to contribute to the development, communication and implementation of a shared vision and values within the schoolAbility to actively contribute to the strategic development of the schoolAbility to identify and share strategies to promote progress for groups of studentsAbility to inspire, support, challenge, motivate and empower othersAbility to use data to track progress across time and identify patterns/trendsAbility to plan for, lead and evaluate staff developmentAbility to effectively establish, monitor and achieve challenging objectivesAbility to plan in the short, medium, and long termAbility to adapt plans at short notice and work to tight deadlines as the needs of the school change |  | Application formInterviewReferences |
| **Disposition/Attitude:**Exceptional written and verbal communication skills, with the ability to successfully engage with people at all levelsAbility and willingness to support and challenge colleagues on a personal and professional levelAbility to work successfully within a team and to engender a mutually supportive work environmentHigh level of initiative and self-motivationCreativity with a desire to be innovativeHigh level of integrity and discretion |  | InterviewTaskReferences |
| **Commitment and other requirements:**Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS)Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young peopleExcellent attendance record |  | Application formInterviewReferences |