

**EDUCATION SERVICES****GUERNSEY FEDERATION OF SECONDARY SCHOOLS****HEAD OF PERFORMING ARTS – MUSIC AND DRAMA****MAIN PROFESSIONAL GRADE PLUS MANAGEMENT ALLOWANCE 2****JOB DESCRIPTION****AIMS AND PURPOSE OF THE JOB:**

1. To lead and work collaboratively with subject teachers to drive the progress, promoting high levels of achievement through motivational leadership.
2. To model and facilitate a high quality learning experience which provides young people with the opportunity to achieve their full potential.
3. To play a key role in school improvement and self-evaluation through excellent management of the Performing Arts Department and through partnership working with other schools in the Federation.
4. To manage the subject syllabus in conjunction with fellow Department/Faculty Heads.
5. To hold to account through lesson observation and performance management Performing Arts Department team members.
6. To exemplify the application of agreed policies, teaching standards, priorities and expectations, so as to set a good example to other colleagues.
7. To develop and enhance a culture of team work, in which views of members of the team are valued and taken into account.
8. To have high expectations of all young people and seek to address barriers to learning.
9. To promote a love of learning, intellectual curiosity and a growth mindset.
10. To promote active and independent learning that enables young people to think for themselves and to plan and manage their own learning.
11. To implement and deliver a differentiated and personalised curriculum that engages learners and enables them to make the best possible progress.
12. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

13. To develop, lead and actively take part in cross-school initiatives to the benefit of learners, schools and the wider community.
14. To undertake appropriate professional duties which may be delegated by the Headteacher.

### **LEADERSHIP AND MANAGEMENT:**

1. To promote and implement the aims and policies of the school and the Federation.
2. To lead and review the Performing Arts Department policies.
3. To deploy the peripatetic Music teaching staff effectively.
4. To be a motivational leader and to advise on all matters relating to the teaching of the Performing Arts in particular Music and Drama.
5. To initiate developments for the performing Arts curriculum ensuring that it is engaging and challenging and enables learners to achieve at the highest level.
6. To monitor the quality of teaching and learning in the Performing Arts Department through a range of methods, including lesson observation, book scrutiny, and other data collection methods.
7. To be accountable for learners' progress and attainment levels within the Performing Arts Department in particular Music and Drama, analysing their progress and achievement and agreeing and implementing appropriate intervention.
8. To ensure that the requirements for entries to public examinations are met and that learners are fully prepared for external examinations and to ensure that assessments including managing regular, relevant and diagnostic assessments are carried out consistently and thoroughly moderated by Head of Department.
9. To analyse and utilise a wide range of data to improve staff and learner performance and ensure that staff within the Performing Arts Department understand and can interpret the use of data to improve outcomes for learners.
10. To undertake an annual review and evaluation of the work of the Performing Arts Department and establish and implement Action Plans.
11. To ensure all Performing Arts Department staff adhere to school policies and procedures.
12. To manage the Performing Arts Department budget effectively and to ensure that resources and equipment are properly maintained and that an accurate inventory is kept up to date.
13. To develop effective relationships that motivate others and promote high staff morale to create a shared learning culture and positive climate.

14. To organise, lead and minute regular Performing Arts Department meetings and liaise with other Heads of Department.
15. To undertake appropriate professional duties which may be delegated by the Headteacher.

### **LEADING TEACHING AND LEARNING:**

1. To plan, prepare and deliver stimulating lessons that are challenging, engaging and have high expectations of all learners.
2. To be responsible for long, medium and short term planning that meets the Bailiwick of Guernsey Curriculum Statement which is based on the National Curriculum (England) and that maximises levels of attainment.
3. To set high expectations for young people's behaviour and establish a clear framework that creates an effective learning environment in accordance with the school's behaviour policy.
4. To model and deliver best practice in terms of teaching, learning, marking and assessment that motivates and inspires young people, equipping them with the knowledge and skills needed to achieve at the highest levels.
5. To monitor and assess the achievement of learners and to record and report their development, progress and attainment in accordance with the school and Federation's assessment policies.
6. To insist upon high standards of numeracy, literacy and oracy in the teaching and learning experience of young people.
7. To make effective use of current technology to enhance teaching and learning and for the purposes of management.
8. To be a tutor to an assigned group of learners when required.
9. To plan for the effective deployment of Learning Support Assistants or other associate support staff to enhance learners' learning.
10. To implement the SEN Code of Practice.
11. To seek to provide all young people with high levels of confidence and competence and a lasting interest in their learning.

### **LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:**

1. To participate in, and where appropriate, assist with the performance management process.

2. To undertake the cycle of performance management reviews of Performing Arts Department members.
3. To identify, encourage and lead professional development for team members to ensure the sharing of good practice.
4. To be well informed of both local and national developments and participate in cross-phase working throughout the Bailiwick.
5. To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
6. To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the school Development Plan and the performance management process.
7. To take responsibility for personal professional development, keeping up-to-date with research and developments in pedagogic theories and changes in curriculum to inform and extend professional practice to secure improvements in teaching and learning.

### **HEALTH, SAFETY AND WELFARE:**

1. To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with Education Services policies and procedures, and to report all concerns to an appropriate person.
2. To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
3. To commit to uphold the States of Guernsey's environmental policies and aspirations for sustainable learning provision.

### **RESPONSIBLE TO:**

A member of the Senior Leadership Team.

### **ACCOUNTABLE FOR:**

1. Leading the delivery of high quality teaching and learning in the Performing Arts Department.
2. The progress and attainment of learners for whom you have responsibility.
3. Effective management of Performing Arts in particular Music and Drama within the school.
4. Improving and extending professional effectiveness in partnership with colleagues.

5. Ensuring that staff accountabilities are clearly defined, understood and agreed.
6. Delegated budget management and deployment of all Performing Arts Department resources.
7. Creating a safe environment for learners and to have concern for their welfare and wellbeing whilst under your guidance.

The job description is subject to the general conditions of service for a teacher as set out in the Education Services Terms and Conditions for Teachers in Guernsey.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

## **KEY CRITERIA:**

### **ESSENTIAL**

1. A suitable teaching qualification in one of the Performing Arts and knowledge of delivery of another.
2. Exceptional teaching skills and a proven record of securing excellent learner progress.
3. Proven ability to lead and direct the work of a team in school.
4. Proven skill at formulating and implementing effective strategies to improve the delivery of high quality teaching and learning that will motivate learners, equipping them with the knowledge and skills needed to achieve at the highest levels.
5. Ability to use data effectively to monitor young people's progress and achievement and to inform decisions to enhance teaching and learning.
6. Proven experience of using modern technologies to enhance teaching and learning.
7. The ability to communicate effectively to a wide range of people.
8. Excellent organisational, administrative and classroom management skills.
9. Experience, understanding and skills relevant to the specific responsibilities of the post.

### **DESIRABLE**

10. Current driving licence and own transport.