

ST PHILIP HOWARD CATHOLIC VOLUNTARY ACADEMY

JOB DESCRIPTION

HEAD OF EXPRESSIVE ARTS

Reports to: Assistant Headteacher

Accountable to: Headteacher & Assistant Headteacher

Salary: MPS/UPS + TLR 2

The Governors of St Philip Howard Catholic Voluntary Academy are seeking to appoint an inspiring and motivated practitioner to the position of Head of Expressive Arts which includes, Drama, Performing Arts and Music.

This appointment is subject to the current conditions of employment of teachers contained in the Academy Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the academy's articles of government.

This job description may be amended at any time following discussions between the Headteacher and member of staff, and will be reviewed annually.

In addition to the requirements of a class teacher, areas of responsibility and key tasks:-

PURPOSE OF JOB: Responsible and accountable for all aspects of the leadership and management of teaching and learning within designated courses, as agreed with the Senior Leadership Team. To actively promote the Catholic ethos of the academy.

Main activities and responsibilities:

Strategic direction and development of the subject with the support of, and under the direction of the Senior Leadership Team and Headteacher.

- To develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning.
- To have an enthusiasm for the subject, which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.
- To use relevant academy, local and national data to inform targets for development and further improvement for individuals and groups of pupils.
- To develop plans for the subject which identify clear targets, time scales and success criteria for its development and/or maintenance in line with the academy improvement plan.

- To monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- To contribute to the development of whole academy policy.
- To attend meetings as directed by the Headteacher and Designated Assistant Headteacher/ in line with academy policy.
- To ensure that all aspects of self evaluation for designated courses are carried out both within the self-evaluation framework for the faculty and as part of the academy's policies.
- To have knowledge of current developments relating to the subject such as Information and Communications Technology, local and national pedagogy, classroom management, research and inspection findings, statutory requirements, and comparative data.
- To promote and encourage out of classroom activities through visits, exchanges, extra curricular activities and clubs.
- To raise the profile of Drama, Performing Arts and Music within the school community.

Teaching and Learning

- To deliver consistently good or better teaching.
- To use own classes as examples of high quality teaching and learning in the faculty.
- To ensure continuity and progression in the department by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through agreed schemes of work, supported by outstanding lesson plans, developed annually in line with the academy improvement plan.
- To establish clear targets for achievement in the department and evaluate progress through the use of appropriate assessments and records and regular termly analysis of this data in line with the Learning Cycle Schedule.
- To evaluate the teaching of the subjects by the monitoring of teachers' plans and through work analysis and lesson observation, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.
- To develop effective links with external agencies and the local community including parents/carers, business and industry.
- To ensure that teachers are aware of the implications of equality of opportunity, which the subjects raises.

Leading and Managing Staff

- To enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities.
- To ensure that the Headteacher, Senior Leadership Team and governors are well informed about policies, the subject improvement plan, the subject SEF,

priorities (including current copies of schemes of work) and targets for their department and that these are submitted on time so that they can be properly incorporated into the academy improvement plan.

- To undertake the performance management of staff as designated by academy policy, ensuring that the totality of their performance is reviewed, challenging objectives are set, their development is supported in line with the academy's and the department's needs and aspirations, and that any issues of capability are addressed in line with academy policy.
- To participate in the selection process of new staff as required.
- To secure a heightened common purpose / shared vision and secure commitment to team working from all staff, teachers, supply teachers and support staff working within the subject.
- To provide support on professional issues such as threshold, upper pay spine, references, promotions, induction, and initial teacher training.
- To dress in a manner that; reflects the high standards of teaching and learning of the academy, is acceptable to the Headteacher and that is appropriate to the delivery of the subject.

Effective Deployment of Resources

- To support the Headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including Information and Communications Technology applications to the subject.
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- To support the Headteacher by maintaining efficient and effective management of the expenditure for the subject.
- To help colleagues to create a stimulating learning environment for the teaching and learning of the subject.
- To take on any additional responsibilities which might from time to time be determined.
- To ensure that resources to support the delivery of the subject are developed both within and outside the Faculty, such as books in the library, software on the academy server, special needs provision, cross curricular links, and appropriate academy visits / events.

Any other duties which may arise during the course of work and as authorised by the Headteacher or membership of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.

Signed:
Post Holder

Date:

Signed:
Headteacher

Date: