



## Ormiston Bolingbroke Academy Job Description

**Job Title:** Head of Performing Arts  
**Salary Range:** MPS / UPR + TLR 2b £4500  
**Responsible to:** Assistant Principal

**Responsible for:** To promote our ethos of 'courage and choices' through Performing Arts, by developing learners who are resilient, adaptable, and courageous in their choices. Create a dynamic vision and passion for Performing Arts across our school community.

### **Job Purpose:**

To ensure consistency of teaching and high standards of learning in Performing Arts, with specialism in both dance and drama.

Create a dynamic and supportive department, which encourages wider cultural engagement as well as developing and managing the effective delivery of an outstanding curriculum.

Provide students with opportunities to put their learning into practice by showcasing and developing their skills.

Created and develop a challenging curriculum which enables the highest level of student progress, attainment and engagement.

### **Main Responsibilities:**

- Determine (with other leaders) the curriculum intent for Performing Arts and ensure effective curriculum implementation and impact across the department.
- Provide first class teaching and learning opportunities for students and Performing Arts staff.
- Develop innovative approaches in Performing Arts to stimulate and encourage students to develop their love of the subject at key stages four and five.
- Be responsible for tracking student progress across the faculty, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff.
- Work collaboratively and effectively with other departments and the leadership team.
- Develop challenging schemes of work at all key stages which adapt to the needs of all students.
- Develop strong partnerships and ensure regular communication with parents
- Monitor and evaluate the effectiveness of teaching and learning and focus upon the raising and maintaining of standards and expectations across Performing Arts.
- Use data analysis and intervention strategies to enhance student performance.
- Encourage the delivery of high standards and attainment for all students.
- Assist in promoting and leading delivery of extra-curricular Performing Arts activities across the Academy.
- Support, develop and line manage the department's staff, through the provision of CPD, inset training days, supervising NQTs, ITT students and support staff, etc
- Ensure the delivery of high-quality provision in all curricular and extra-curricular activities.
- Demonstrate and encourage high standards of professionalism from all staff within the department.
- Demonstrate and inspire an enthusiastic and committed approach to teaching and learning within the department.
- Ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.
- Plan for progression across the age and ability range they teach, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.

### **Ensuring high standards of conduct:**

- To establish an ambitious and distinctive vision for the department, fostering an ethos of aspiration, high expectations and challenge for staff and students.

- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning

#### **Ensuring the welfare of students through effective communication:**

- Liaise effectively and build up good working relationships with outside agencies.
- Keep accurate and detailed records of meetings with students, parents and other agencies.

#### **Other responsibilities:**

- To liaise with colleagues at other Ormiston Academies to support strategic development, share good practice and plan collaborative activities.
- Undertake the role of form tutor, as required.
- To ensure that Ormiston Academies Trust is always presented positively.
- Be present on the corridors between all lessons.

#### **All staff are expected to:**

- Continue personal professional development and engage actively in the Appraisal process.
- Actively promote and follow the school's policies and procedures.
- Play a full part in the life of the Academy and support its vision and ethos.
- Be committed to safeguarding and promoting the welfare of our young people.
- Comply with any reasonable request from the Principal or other school managers to undertake work of a similar level that is not specified in this job description.

#### **Other specific duties:**

- Promote the general progress and well-being of individual students and of the tutor group as a whole.
- Liaise with staff to ensure implementation of the school's pastoral system, for example re strategies to promote attendance, participation in other aspects of school life, behaviour for learning, rewards, effective registration and assemblies.
- Implement and deliver agreed learning activity programme(s) for tutor time.
- Maintain social media and website content relevant to the role.
- Write, maintain, review and evaluate a departmental SEF and annual development plan.
- Provide reports on examination performance and analysis of in year data collection.
- Undertake any other professional duties of the Principal which are reasonably delegated to her/him by the Principal or Board of Governors.

#### **CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teacher's Conditions of Service. The post comes under the contractual responsibilities set out in the current Teachers Pay and Conditions document.

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• Full Qualified Teacher Status (QTS).</li> <li>• Regular, recent and relevant participation in continuing professional development.</li> </ul>	
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• A proven outstanding classroom practitioner.</li> <li>• Successful teaching and learning experiences across all Key Stages.</li> <li>• Experience of managing some area or initiative.</li> <li>• Able to lead and model effective teaching skills.</li> <li>• Be able to demonstrate the ability to ensure students make good progress.</li> <li>• Use tracking systems to raise attainment.</li> <li>• Contribute to whole school systems to monitor student progress.</li> <li>• Able to motivate, challenge and inspire students.</li> <li>• Previous leadership experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to create an excellent climate for teaching and learning.</li> <li>• Able to use a range of ideas to encourage best practice.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge with the relevant current syllabus.</li> <li>• Able to use a range of strategies to promote learning.</li> <li>• An understanding of data analysis and target setting leading to successful student progress across the subject.</li> <li>• Able to effectively use ICT for learning.</li> <li>• Organise and develop resources within the department.</li> <li>• Knowledge and understanding of self-assessment and QA procedures.</li> <li>• An understanding of how Assessment for Learning can be used to enhance students' performance.</li> <li>• Departmental H&amp;S, Risk Assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised leadership qualification.</li> </ul>
<b>Personal Qualities and Skills</b>	<ul style="list-style-type: none"> <li>• Aligned to the visions and values of OBA.</li> <li>• A determination, conviction and commitment towards success for the Academy.</li> <li>• Able to enthuse and effectively communicate., both written and orally.</li> <li>• Demonstrate a passion for Performing Arts.</li> <li>• A strong commitment to your own professional development.</li> <li>• Well organised.</li> <li>• High level of interpersonal and communication skills.</li> <li>• Flexible, inclusive and pragmatic.</li> <li>• A commitment to developing achievement of the department.</li> <li>• Contribute to and participate in extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Interested in new developments and challenges.</li> </ul>