



CALTHORPE ACADEMY

Job Title: Subject Co-Ordinator - Performing Arts

- **MPS/UPS**
- **TLR 2b - responsibility for Performing Arts**
- **SEN allowance**

Job Purpose

- Assist the Head teacher in the leadership and management of the Performing Arts provision at the academy
- Lead the successful delivery of Performing Arts across the academy.
- Achieve positive outcomes as stipulated by educational standards, academy aims and its development plans
- Performance manage robustly all, teachers and support staff in the Performing Arts department so that ambitious targets are met and there is a clear link between career stage expectations
- Continue to develop an innovative and progressive curriculum in Performing Arts which is supported by a vibrant programme of extra-curricular and enrichment activities
- Continue to review and then develop an innovative and progressive curriculum in Performing Arts

Professional duties:

- Ensure learners make progress equivalent to or better than expected on the basis of their prior attainment.
- Ensure learner's progress is monitored and that appropriate measures are taken to address under achievement of groups and individuals.
- Ensure that work with learners underpins and promotes the academy ethos and values
- Ensure that each learner has an appropriate personalised curriculum enabling successful progression
- Work with medical, physiotherapy, speech and language therapy specialists within the academy developing a personalised and appropriate Performing Arts provision
- Ensure effective learning takes place through consistent high quality teaching and innovative practice
- Liaise with parents, carers and any external agencies as and when required
- Work in consultation with schools within the MAT and wider.
- Adopt a strong, caring and flexible leadership style as to influence and motivate staff and learners to achieve their objectives and those of the academy.

Leadership of Learner progress

- Monitor and submit Evidence for Learning for the whole department of Performing Arts where required to evidence the achievements of pupils
- Analyse data and identify patterns and trends developing appropriate interventions where necessary to support / enhance learning
- Report on learner progress according to academy policy
- Communicate any concerns to Pathway Leads and when necessary parents and carers
- Complete learners reports for parents meeting deadlines set, ensuring they provide an accurate record of the progress of each individual and meet high quality standards
- Highlight positive performance, recognise and reward learners appropriately
- Promote positive attitudes to learning through curriculum delivery.

Leadership of Teaching and Learning

- To co-ordinate Performing Arts provision across the academy including:
- Monitor and evaluate the delivery of the curriculum and implement strategies for sustained improvement
- Ensure that all teaching is good or better
- Provide advice and work with Pathway Leads in order to enhance Quality First Teaching
- Provide advice and support to class teachers in relation to their delivery of Performing Arts
- Ensure Performing Arts continues to be a strong subject in the academy
- Keep staff informed about relevant and appropriate training opportunities and participate in the delivery of professional development when required
- Plan lessons and sequences of lessons ensuring learning is personalised to meet individual learning needs
- Utilise a range of augmentative communication strategies as appropriate to the needs of individual students
- Utilise a range of appropriate teaching strategies to ensure that lessons have pace and variety
- Ensure that teaching reflects the diversity of backgrounds and needs of learners and promotes mutual respect
- Contribute to the sharing of good practice and innovation
- Contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision.

Leadership of Curriculum and Pedagogy

- Through regular review, maintain a relevant, stimulating and innovative curriculum provision
- Ensure the curriculum meets the needs of all learners, for example those with a complex needs
- Maintain an up to date knowledge of new initiatives and incorporate elements into the Performing Arts strategy as appropriate
- Ensure that all statutory requirements of the Performing Arts provision are met including the promotion of SMSC
- Review, evaluate and improve the design and delivery of the Performing Arts curriculum on an ongoing basis
- Incorporate assessment into all aspects of curriculum planning

Self-Evaluation

- Participate in lesson observation and other measures to monitor delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified

- Participate in the performance management process, identifying personal professional development priorities.
- Contribute to departmental/ curriculum review and evaluation
- Contribute to self-evaluation data for internal school purposes and external inspection.

Whole school

- Represent the school in a manner consistent with its ethos and values
- Contribute to the whole school team effort to ensure that the school is a positive learning environment respected by learners and all users
- Maintain high professional standards throughout the school and contribute to whole school policy and practice development
- Be responsible for the Performing Art budget and resources
- Ensure that the use of financial resources has a clear impact on improving learner outcomes
- Safeguard learners and staff by ensuring that all aspects of Health and Safety are adhered to in teaching and preparation areas
- The design and delivery of Performing Arts related extra-curricular activities including those of seasonal and celebratory designation

Curriculum and Pedagogy

- Through regular review, maintain (and adapt through consultation) a relevant, stimulating and innovative curriculum provision including ensuring learners make appropriate effective and extensive use of communication technologies
- To work as part of the academy with respect to good practice and innovation in delivery of the curriculum
- Ensure that student learning and progress is optimised through strategies to provide an appropriate personalised curriculum for all learners across school sites.
- Represent the school in a manner consistent with its ethos and values
- Contribute to the whole school team effort to ensure that the school is a positive learning environment respected by learners and all users
- Maintain high professional standards throughout the school and contribute to whole school policy and practice development

Line Management Responsibility to and for:

Required by the School teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the principal of the school, and to report for the purposes of day to day management to the Assistant Head Teacher.

Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the Principal.

Conditions of employment

The responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

All specifications and duties of the Performing Arts Lead can be reviewed at any time and amended with consultation with the post holder and under the Head Teacher approval.

Signed Date