**Sedgefield Community College**

**Head of Faculty (Creative and Performing Arts)**

**Job Specification**

Post: Head of Faculty (Creative and Performing Arts)

Leadership range: MPR/UPR with TLR2c

Start Date: September 2015

Responsible to: The Headteacher via Deputy Headteacher

Responsible for; Staff operating within the Creative and Performing Arts Faculty.

General

* Accept joint responsibility with all other leaders for the promotion of high standards from students and staff and the active promotion of the school aims and ethos.
* To raise standards of student attainment and achievement within the whole faculty area and to monitor and support student progress.
* To have a lead role in shaping the future of the faculty.
* To be accountable for the leadership, management and development of the curriculum area.
* To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio.
* As Head of Faculty lead the implementation of all school and faculty policies and procedures.
* To provide effective operational and strategic planning as appropriate to the role of Head of Faculty.
* To monitor the implementation of provisions that emanate from changes or developments to agreed policies following discussion with the Deputy Headteacher, ensuring that teachers are appropriately kept informed.
* To participate in the statutory processes for the appraisal of all staff.
* To manage the ordering of provisions relevant to the faculty.
* To ensure compliance with all H&S regulations/guidance as related to Creative and Performing Arts in schools therefore ensuring a safe working environment across the faculty for staff and students.
* Communicate to the Deputy Headteacher any developments as related to the post held.

## Teaching

* To carry out the duties of a classroom teacher as specified in the School Teachers’ Pay and Conditions Document.

Planning

* To lead the development of appropriate syllabuses, resources, schemes of work, lesson planning, marking policies, assessment and teaching and learning strategies covering Creative and Performing Arts within the college.
* To lead the day-to-day management, control and operation of the Creative and Performing Arts provision within the college and the effective deployment of resources.
* To lead the active tracking and monitoring of student progress along with subsequent intervention.
* Ensure cohesive processes are in place that respond promptly and effectively to student underachievement.
* To implement and monitor the effective application of school policies and procedures, e.g. Equal Opportunities, Health and Safety, Anti Bullying etc.

Curriculum Development

* To lead the curriculum development of subjects encompassed within Creative and Performing Arts.
* To keep up to date with national developments in teaching practice, methodology and the subject area in general.
* To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
* To continue own professional development.
* To lead the efficient and effective deployment of staff across the faculty.
* To undertake Teacher Appraisal Review and to act as reviewer for a group of staff within the Creative and Performing Arts faculty.
* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty. Where necessary, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the faculty.
* To participate in the school’s ITT programme.

Quality Assurance

* To lead the effective operation of comprehensive quality control systems that provide accurate information upon which subsequent actions can be planned.
* To contribute to the setting of targets within the area and to work towards their achievement.
* To contribute to the school procedures for lesson observation and other self review activities.
* To lead the monitoring and evaluation of the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.

Management Information

* To lead the maintenance of accurate and up-to-date information procedures concerning Creative and Performing Arts on the information management system and others school based systems.
* To lead the use of performance data for analysis and evaluation purposes.
* To lead upon appropriate action on issues arising from data, systems and reports.
* To lead the production of reports within the quality assurance cycle for the department.

Communication and Liaison

* To lead effective communication/consultation as appropriate with the parents of students.
* To contribute to the planning and delivery of school liaison activities.
* To lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.

Pastoral

* To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To contribute to the delivery of PSHE, Citizenship and Enterprise according to school policy.
* To ensure the college behaviour management system is implemented to help facilitate effective learning.

School Ethos

* To support the distinctive ethos of the college and to encourage and ensure staff and students follow this example.
* Support the school in meeting its legal requirements for worship.
* Promote actively the school’s corporate policies.
* Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher or Governing body to undertake work of a similar level that is not specified in this job description that is appropriate to the purpose of the post.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities in line with County Council Equal Opportunities Policies.

This job description is current at the date shown, but to reflect or anticipate changes in the job commensurate with the salary or job title, the school’s management may change elements following consultation with the post holder.

**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and identity verification.**

**Sedgefield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**