The Holy Family
Catholic School

Job Description

POST TITLE: Subject Leader for Drama and Music

Salary: MPS/UPS £30,000 – £46,525 with TLR 2a (£3213)

Responsible to: Head of Faculty for Performing Arts

Role Summary

By leading a team of teachers and support staff the Subject Leader will ensure that subject practices improve the quality of teaching and learning experiences of all students ensuring that their needs and aspirations are met and that standards of achievement in faculty / school continue to rise. The Subject Leader will lead by example and inspire staff with a clearly articulated vision for their areas of responsibility. They will provide the leadership and direction necessary to implement the School Improvement Plan and the aims and objectives of the school and play a major role in developing school policy and practice.

The Subject Leader will be mindful of the Mission Statement of the school endorsed through the work, planning, documentation and conduct of the Faculty.

Personal Qualities

- A commitment to the general Catholic ethos of the school
- Initiative and a clear sense of responsibility
- A clear understanding of outstanding practice for learning
- A commitment to the idea of continual improvement
- An ability to think strategically and listen to staff, students, and parents
- A clear understanding of the impact technology can have on learning
- Able to promote a sense of fun, enjoyment, and achievement
- Able to disseminate information with clarity and provide leadership on learning
- An ability to foster a strong sense of belonging with students and a sense of collegiality with staff
- Committed to helping all our students achieve their best
- Good communication skills with a wide range of audiences
- Emotionally robust and personally resilient
- Adaptable and flexible in approach
- Keen to uphold the standards of the school, within the policies and established practice

Key Tasks and Activities

- To teach all key stages (3-5) within the subject areas
- To ensure effective delivery of the Drama and Music curricula
- To ensure the Drama and Music curricula are effectively sequenced across the key stages
- To facilitate and encourage a learning experience for all students to access
- Line manager for subject teachers
- Undertaking performance management for allocated staff that you line manage
- Participate in selection of new staff for the subject areas
- Chair subject meetings and encourage participation on joint initiatives within the faculty
- Help organise the calendar for the faculty, through discussion with faculty leader and teachers and lead / organise training to ensure effective working of the subjects
- Delegate appropriate responsibilities to staff and ensure that these responsibilities are met
- Through communication with staff support the Head of Faculty in updating, and revising faculty policies and ensure that all staff implement faculty and school policies
- Support and guide members of the subject areas, ensure that they have the relevant CPD throughout the year to improve their skills
- Monitor teaching and learning within the subject areas and advise and feedback to staff where appropriate
- To plan, prepare and develop all necessary QA processes in accordance with school policy (work scrutiny, student voice etc) in consultation with Head of Faculty
- Support the Head of Faculty in the preparation of the annual faculty QA review and prepare and monitor subsequent action plans
- To create a sense of vision and inspire staff within the subject areas
- To evaluate progress attained each year and revise SEF accordingly. To feedback this information to Head of Faculty
- To ensure that subjects schemes of work are appropriate and allow access to all students, irrespective of their ability
- Implement strategies, through consultation with staff to address under achievement at all Key stages.
- To work with faculty staff to identify appropriate learning strategies and intervention for all students including SEN, PP and more able.
- To ensure that regular assessments are undertaken, and books are marked at least twice a half term
- To ensure that student progress is being monitored and targets set across the subject areas
- To maintain records of achievement and targets and use these to track students through the Key Stages

- To evaluate exam results at KS4 and KS5, through consultation with subject teachers and feedback to the Headteacher and Deputy Headteacher – Quality of Education and Head of Faculty
- Help the Head of Faculty to implement the school Behaviour Policy, in accordance with school policy
- Ensure that all staff in the subject areas are implementing school behaviour and reward policies
- Liaise with Year Directors and parents, when appropriate, to monitor progress and development of individual students
- Ensure that the Catholic ethos of the school is respected within the subject areas and contribute to the moral, spiritual, and social development of students
- Contribute to the development of whole school policies via the Head of Faculty
- Ensure provision of enrichment activities within the subject areas
- Ensure that all necessary resources are ordered and maintained within the subject areas
- Manage the subject budget and ensure that the budget is adhered to
- To ensure that there is an accessible stock of resources for all staff in the subject

Person Specification – Subject Leader for Drama & Music

Essential Criteria	Desirable Criteria	Evidence
Qualifications: Qualified Teacher Status Appropriate degree or equivalent qualification	Further professional qualifications, e.g. Lead Practitioner, NPQML Practising Catholic	Interview Application Form References Proof of Qualifications
Experience: Experience of managing a complex workload of competing demands	Proven experience of successfully leading initiatives and improvements which had measurable impact on standards Experience of driving forwards and achieving very high standards and challenging existing practices and levels of performance Experience of establishing, reviewing, and monitoring progress and achievement Experience of monitoring and evaluation at whole school level Experience of leading change processes at a pace Experience of development planning at a strategic level Experience of leading the development of learning and teaching Experience of leading and managing teams to the achievement of common goals	Application form Interview References
Skills and ability: Excellent classroom practitioner with a wide range of teaching skills Ability to contribute to the development, communication and implementation of a shared vision and values within the school Ability to actively contribute to the strategic development of the school Ability to identify and share strategies to promote progress for groups of students Ability to inspire, support, challenge, motivate and empower others		Application form Interview References

Ability to use data to track progress across time and identify patterns/trends Ability to plan for, lead and evaluate staff development Ability to effectively establish, monitor and achieve challenging objectives Ability to plan in the short, medium, and long term Ability to adapt plans at short notice and work to tight deadlines as the needs of the school change		
Disposition/Attitude: Exceptional written and verbal communication skills, with the ability to successfully engage with people at all levels Ability and willingness to support and challenge colleagues on a personal and professional level Ability to work successfully within a team and to engender a mutually supportive work environment High level of initiative and self-motivation Creativity with a desire to be innovative High level of integrity and discretion		Interview Task References
Commitment and other requirements: Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people Excellent attendance record		Application form Interview References