



**JOB DESCRIPTION**

<b>Job Title:</b>	Subject Leader for Music and Performing Arts
<b>Leadership responsibility point:</b>	TLR 2b or 2c dependent on experience
<b>Overall Purpose:</b>	To provide a high quality educational experience for all pupils and to raise standards of pupil attainment and achievement.  To provide subject leadership and management to secure high quality teaching and learning for all.
<b>Responsible to:</b>	Line Manager
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Provide a strategic vision for the Music and Performing Arts.</li> <li>• Develop department policy on teaching for learning, monitoring its implementation and evaluating its effectiveness.</li> <li>• Raise standards of pupil attainment and achievement within the department and monitor and support pupil progress.</li> <li>• Develop a broad, balanced, relevant and inclusive curriculum.</li> <li>• Ensure that appropriate schemes of work, including related assessment processes, are innovative, of a high quality and regularly reviewed in line with college policy.</li> <li>• Promote a collegiate approach so that the staff work effectively as a team, with clearly defined leadership responsibility for post holders.</li> <li>• Monitor teachers' classroom practice and pupils' work, to ensure standards are high at all times and department and school policy is being followed.</li> <li>• Manage and deploy teaching/support staff, financial and physical resources within the department.</li> <li>• Ensure that appropriate professional development is a feature of departmental meetings and CPD opportunities.</li> <li>• Evaluate implementation of assessment policy to ensure its functionality in assessing pupil progress.</li> </ul>
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To ensure the smooth day-to-day running of the department.</li> <li>• To keep up to date with national developments in the subject area, teaching practice and methodology.</li> <li>• To ensure the delivery of an appropriate, comprehensive, high quality curriculum programme.</li> <li>• To ensure that pupils are entered for appropriate examinations.</li> <li>• To identify, agree and enhance the personal and professional development and training needs of the team via the Performance Management/Appraisal Process.</li> <li>• To ensure that an environment conducive to learning is established that allows for effective teaching and learning.</li> <li>• To establish practices that support colleagues in behaviour management and to act as a positive role model in their implementation.</li> <li>• To work with Special Needs staff to maximise achievement for pupils with Special Educational Needs.</li> <li>• To check that appropriate work has been set for classes when teachers are absent.</li> <li>• To work with The Principal and LMT line manager in the recruitment of staff to the department.</li> <li>• To ensure there is a rich extra-curricular programme which all departmental members contribute to weekly.</li> </ul>

	<ul style="list-style-type: none"><li>• To construct an annual Departmental Improvement Plan, reflecting the College Improvement Plan.</li><li>• To monitor pupil performance data and to ensure that appropriate intervention strategies that raise overall standards are implemented.</li><li>• To report annually to the Governors and LMT on departmental examination performance, including progress.</li><li>• When invited, to report to the Governors' on Teaching and Learning in Music and Performing Arts.</li><li>• To construct the departmental budget plan.</li><li>• To observe classroom practice.</li><li>• To provide information to the designated Line Manager of the school's LMT on departmental success and areas for development.</li><li>• To have immediate responsibility for supervising the work of any NQT or trainee teacher.</li><li>• To be aware of the induction procedures for NQTs and liaise closely with the Induction Tutor on the progress of NQTs.</li><li>• To ensure the implementation of school policies within the department.</li><li>• To ensure and maintain an effective policy on differentiation across all years and all teaching groups.</li><li>• To organise of curriculum enrichment experiences as appropriate and ensuring appropriate risk assessment completion.</li><li>• To ensure that Health and Safety policies and practices, including risk assessments, are in line with national requirements and are updated where necessary, liaising with the school's Health and Safety Officer.</li></ul>
<b>Generic responsibilities:</b>	<ul style="list-style-type: none"><li>• Responsibilities carried by all teachers in the college comply with the School Teachers Pay and Conditions (published annually).</li><li>• Catholic College (CES) contractual obligations outline expectations regarding support for the college's ethos.</li><li>• Expectations regarding the role for all Subject Leaders are contained within the college handbook.</li><li>• To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</li></ul>

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

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

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.