

JOB DESCRIPTION

JOB TITLE: SUBJECT LEADER – ART, PERFORMANCE AND TECHNOLOGIES FACULTY	
Location:	Moor Park High School and Sixth Form Moor Park Avenue, Preston, PR1 6DT
Salary/Grade:	TLR 2.1
Responsible to:	Faculty Director for Art, Performance and Technologies
<p>JOB PURPOSE:</p> <ul style="list-style-type: none"> • To lead a specified subject area – Performing Arts. • To ensure that the specified subject’s curriculum is broad, balanced, relevant and differentiated in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. • To monitor and support the overall progress and development of students as a manager within the faculty and as a form tutor. <p>MAIN DUTIES/RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To lead on curriculum and progress in a specified subject area (across all Key Stages). • To implement all school policies and procedures. • To work with the HOF to formulate aims and objectives for the subject which have coherence and relevance to the needs of students and to the aims and objectives of the school. • To lead on the resource management of the subject. • To ensure that the specified subject’s curriculum is appropriate, comprehensive, of high quality and complements the faculty improvement plan. • To organise and participate in activities that will enhance the educational and curriculum provision e.g. booster classes, trips/visits, competitions etc. • To support curriculum development within the whole subject. • To keep up to date and respond to national developments in teaching practice and methodology. • To promote teamwork and to motivate staff to ensure effective working relations. • To help to establish common standards of practice within the subject and develop the effectiveness of teaching and learning styles. • To assist in the analysis and evaluation of performance data. • To help to produce reports for the faculty. • To assist in the exam entries process. • To communicate/consult with the parents of students. • To liaise with partner schools, higher education, industry, examination boards and other relevant external bodies. • To contribute to the collection of material for newsletters. • To contribute to the effective promotion of the subject at open evenings, options evening and other events. • To assist the HOF in identifying resource needs. • To monitor and support the overall progress and development of students within the subjects. • To act as a form tutor and carry out the duties associated with the role. • To assist in the implementation of the school’s behaviour management system so that effective learning can take place. 	

- To play a full part in the life of the school community and to encourage staff and students to follow this example.

OTHER

- Undertake professional development as agreed with school leaders.
- Undertake other various responsibilities as directed by the Faculty Director.

Employees are expected to take part in the appraisal process and attend appropriate skills training/performance development as required.

Employees are expected to work within school policies and procedures.

Employees are expected to support the ethos of the school.

Employees are expected to be aware of the confidential nature of issues related to home/pupil/teacher/school work in line with Child Protection, Safeguarding and GDPR.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to adhere to the standard dress code presenting a professional image to students, parents, governors and the wider community.

Valuing Diversity – to accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the school.

Equal Opportunities - we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Customer Focus - we put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Health & Safety - all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment - this school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance – good attendance enhances the service delivered by school, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation.

Signature of post holder _____ **Date** _____

Signature of Headteacher: _____ **Date** _____