

**King's College**  
**JOB DESCRIPTION**

**JOB TITLE:** **Head of Performing Arts**

**KEY RELATIONSHIPS**

- **Directly responsible to:** **Deputy Head – Curriculum**
- **Oversight and management of:** **Department staff**  
(Teachers of drama, music and dance)
- **Functional relationships with:** Headmaster  
Senior Leadership Team  
Middle Management Team  
Academic staff  
Careers Director  
Chaplain

**1. Purpose**

To establish and lead a world-class Performing Arts department at King's College. World-class means an innovative and progressive teaching facility with teachers skilled in and dedicated to providing students with the best all-round education it is possible to obtain.

The Performing Arts Department will be recognised for providing a vibrant programme of extracurricular and enrichment activities making a significant contribution to the cultural health and reputation of the College

**2. Key responsibilities**

The Head of Performing Arts is responsible for the overall management and academic leadership of the department, including the performance management and professional development of staff, the management of the Department's finances and care of its physical resources, the allocation of teaching resources, assessment and curriculum development duties and the implementation of the College's policies.

**a. Strategic Development**

- Develops department initiatives in line with the College's strategic direction

**b. Academic performance of the Department**

- Establishes academic goals for the Department
- Establishes learning outcomes for courses
- Monitors internal assessment
- Keeps up to date on, and lead the Department in, developments in curriculum and assessment
- Monitors the departmental delivery of curriculum statements.
- Conducts performance reviews in line with College Policy

**c. Academic Performance**

- Demonstrates command over material taught
- Develops innovative teaching programmes
- Assesses regularly and appropriately, as set out by the College's Academic Policy

**d. Teaching Practice**

- Demonstrates enthusiasm for the subject, promotes its value and makes lessons interesting through a variety of teaching techniques, aimed at meeting the learning needs of both individuals and/or groups of students.
- Establishes positive, mutually respectful relationships with students.
- Motivates the students to work well.
- Demonstrates an approachable and helpful demeanor towards students

**e. IT Learning**

- Uses appropriate technology and resources
- Develops innovative e-learning programmes in line with the College's strategic goals
- Experiments (action research) with incorporating computer use with traditional teaching techniques during class time

**f. Management of Staff**

- Sets and maintains high standards of teaching and learning.
- Sets and maintains a positive working environment in the Department

**g. Meetings**

- Runs departmental meetings for planning and programme development

**h. Administration**

- Prepares and monitors budgets and accounts

**i. Professional Development**

- Stays abreast of developments in the CIE/NCEA programme, especially internally and externally assessed achievement standards
- Keeps up to date with subject changes and developments
- Promotes continuous learning
- Develops an annual Professional Development plan that correlates with Department and individual goals

**j. General Duties**

- Attends Chapel at least weekly
- Acts as pastoral tutor for up to 15 students
- Coaches and/or manages a winter and summer sport or other equivalent duties
- Supervises other classes occasionally when requested by the Deputy Head Curriculum

**3. HEALTH AND SAFETY**

- a. Works within the College's Health and Safety Policy
- b. Hazards are identified, eliminated, isolated or minimized where possible.
- c. Accidents / incidents are reported according to College guidelines

#### **4 EXPECTED OUTCOMES**

- Academic performance of the department is maintained to a standard of excellence
- Lessons have a clear structure aimed at achieving the learning objectives of the programme
- Students feel comfortable working with an enthusiastic, talented and respectful teacher who encourages them to be the best they can be.
- Appropriate and innovative e-learning programmes are developed.
- Computer use is combined with traditional teaching techniques in class.
- Department staff maintain high standards of teaching and learning and work in a positive working environment.
- Department meetings for planning and development are held on a regular basis
- Department budgets are prepared and monitored for compliance.
- Professional development plan which correlates with department and individual goals is developed on an annual basis.
- Appropriate professional development is attended, ensuring knowledge of CIE/NCEA programmes is current.
- Promote continuous learning amongst staff and students.
- College Health and Safety policy is adhered to at all times.

#### 4. VALUES

Role models and upholds key King's College values

- **Generosity of Spirit**  
We value a culture of service and of giving to others
- **Gratitude**  
We value the opportunities available at the College and welcome life as a gift to be enjoyed
- **Honesty**  
We value trust and truthfulness in all human relationships
- **Moral Courage**  
We value strength of character and leadership, guided by a strong moral code of behaviour
- **Pursuit of Learning**  
We value the spirit of enquiry and the intellectual growth of students, including their different learning needs, to become creative, engaged and open-minded learners
- **Respect**  
We value the fair treatment of all people and the preservation of human dignity
- **Spirituality**  
We affirm the significance of the Christian spiritual journey which gives personal meaning to life
- **Tolerance**  
We value the acceptance of all people and encourage a sense of belonging in our Community

#### 5. EXPECTED OUTCOMES

- Peer and student feedback indicates high level of confidence in the HoD's knowledge of subject areas as assessed according to criteria outlined in the biennial Performance Review.
- Teachers work collaboratively and strive to continually improve their practice
- Feedback indicates high level of confidence in HoD's teaching and leadership skills
- Curriculum is covered with time left for revision
- Work is assessed and returned promptly to students
- Department developments are monitored, reviewed and reported on
- Department goals are monitored, reviewed and reported on
- Curriculum and assessment deadlines are met in accordance with the criteria set down by the Academic Committee
- Course requirements are met
- Performance reviews for staff are in accordance with College policy
- Staff are coached, mentored and counselled as necessary
- Department meetings are arranged, tasks delegated, and appropriate actions taken

- Department performs within budget
- Curriculum and IT research is shared with colleagues
- Achievements standards are implemented in accordance with CIE/NCEA guidelines
- Changes occurring are reflected in teaching programmes
- Professional development courses are attended as requested or identified during Performance Review
- Chapel is attended at least once a week and on other school occasions as required
- Students feel comfortable discussing academic issues with the tutor
- Sports team/s perform up to expectations
- College's mission to provide an all-round education is enhanced through curricular and co-curricular activities

**The preceding statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a list of all responsibilities, duties and skills required of the position and the incumbent. The incumbent may be required to undertake any other duties as may be reasonably required by the Headmaster.**

**SIGNATURES:** \_\_\_\_\_  
**Head of Performing Arts**

**MANAGER:** \_\_\_\_\_  
**Deputy Head - Curriculum**