

JOB SUMMARY

Job Title: Head of Department (Whole School Arts)
Reporting to: Head of Middle & Senior School
Direct Reports: Music, Visual Arts, Drama Teachers, PA Assistant,
Music peripatetic staff
Created: March 2016
Reviewed: June 2019



The **Head of Department (Whole School Arts)** is responsible for development, management and promotion of Arts across the Whole School. S/he is responsible for the development of practices to ensure an excellent standard of teaching, assessment and monitoring of the curriculum area across all year groups. S/he will ensure a high quality Arts program, promoting the program amongst the School and wider community. S/he will work as a subject specific expert on the Curriculum Leadership Team of the Middle and Senior School and provide leadership in this area to the Head of the Middle and Senior School. S/he will oversee the Music Academy, ensuring a wide range of high quality individual tutoring is available for students. S/he is also responsible for making recommendations to the Heads of School regarding resources and budget.

JOB OUTCOMES

Assist the Heads of School in the following areas of accountability:

● ARTS OUTCOMES

- Develop and review curriculum documentation across ELC-12 for Arts, ensuring the continuity of curriculum delivery.
- Develop and maintain high quality programs in line with New South Wales Education Standards Authority (NESA) outcomes and AISM's learning philosophies and practices.
- Line management of Arts staff.
- Ensure the Visible Learning approach to teaching and learning informs pedagogy in the Arts Department.
- Support moderation practices across year levels in Arts.
- Develop approaches that ensure the extension of all students in Arts.
- Support of CCA Coordinators for all School Arts programs.
- Assist in the development of approaches that integrate the use of ICT.
- Ensure adequate resources are available to support learning.
- Ensure fair and equitable use of resources and facilities across the Whole School, in conjunction with relevant Deputy Heads of School.

ADDITIONAL RESPONSIBILITIES

Additionally the Head of Department (Whole School Arts) will:

- Support the Arts programs within and outside of the School.
- Make recommendations to the Heads of School regarding resources and budgeting.
- Oversee and manage the Arts Assistant to ensure the efficient and effective day-to-day operations of the Arts Department, including the Music Academy.
- Other duties as directed by the Principal or Heads of School.

BEHAVIOUR EXPECTATIONS (*Values and Leadership*)

- Sees the 'big picture', thinks ahead and meets goals that are aligned to the values, purpose, mission and strategic priorities of the organisation.

- Plans, prioritises and organises work and resources effectively to meet departmental and organisational objectives.
- Develops and maintains effective relationships with all key stakeholders to meet mutual goals and objectives.

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Understanding of the principles of Visible Learning.
- Excellent understanding of Australian curriculum and approaches to design and monitoring of such curriculum.
- Ability to run string programs, and to lead string ensembles (Highly desirable)
- Ability to run band programs (Highly desirable)
- Has broad understanding of web technologies.
- Excellent in overcoming obstacles with strategic problem solving skills.
- Spoken and written English is used for all school communications and as such high standards of English communication skills in reading, writing, speaking and listening are required to be successful in this position.
- Proven ability to demonstrate initiative.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent in Education.
- Eligibility for teacher registration in home country.

DESIRED EXPERIENCE

- Experience or potential to lead small teams of teachers in prescribed tasks.
- A demonstrated ability to promote high participation rates of students in the arts.

JOB SUMMARY

Job Title: Head of Department (Whole School Arts)

Reporting to: Head of MSS

Direct Reports: Arts staff; Arts Assistant

Revised – 10 June 2019

Name: _____

Signature: _____

Date: _____

cc: HR Office