



VERULAM
SCHOOL

Headteacher: Julie Richardson

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JOB DESCRIPTION

Job Title: Director of Creative Arts (Drama, Music and Art)
Accountable to: A member of SLT
Salary: MPS/UPS + Fringe allowance TLR1B
Start date: September 2022

Overall responsibility:

- To provide professional leadership and management of the departments within Creative Arts, supporting and developing teaching staff and holding them to account for their students' progress.
- To lead, develop and manage the Creative Arts department, improving standards of learning and achievement of students.
- To contribute to a culture where all members of staff at Verulam School promote and demand high standards and expectations to ensure all learners make exceptional progress.

Principal Accountabilities:

- To lead and manage a highly effective team with a culture of collaboration, high expectations and accountability.
- To ensure that Teaching and Learning is engaging, challenging and creative across the department through robust monitoring, effective staff development and feedback and sharing of best practice.
- To track pupil progress and ensure that swift actions are taken to address underachievement through quality teaching and targeted interventions.
- To oversee the curriculum, ensuring that students are equipped with the knowledge and understanding required to be successful in examination and beyond in the wider world.

Verulam School

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- To produce annual department Self Evaluation and Improvement Planning, monitoring the impact of actions on the quality of education provided across the department.
- To ensure that line management and appraisal processes are robust and enable staff to develop into autonomous and highly competent practitioners.
- To ensure that you and staff in your department promote the school's core values of Excellence, Character and Respect and all school policy and procedure.
- To ensure that behaviour standards are high at all times through consistent implementation of the school's behaviour policy.

Main areas of responsibility:

To lead and manage the team:

- To ensure a co-ordinated approach to teaching, learning, and assessment, recording and reporting in line with whole school policies.
- To ensure a co-ordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those with SEND/EAL so that all students make excellent progress.
- To ensure that the curriculum is planned meticulously so that there is a clear and coherent progression of knowledge and skills, tailored to provide optimum challenge to students of all abilities.
- To ensure that high quality enrichment activities are planned to enhance the core curriculum and provide opportunities to develop cultural capital and intellectual curiosity.
- To monitor and evaluate the effectiveness of the curriculum through data, observation and review of learning through books and schemes of learning.
- To keep abreast of new developments in the subject and disseminate relevant information to the team.
- To foster the development of the team through collaboration, shared planning and subject specific CPD so that all members of the team make a valuable contribution and have opportunities to learn new knowledge and skills.
- To be outward looking and learn from other high performing departments, forming beneficial links and partnerships.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified and effective intervention implemented to close gaps.
- To liaise effectively with other teams within the school (Inclusion, Pastoral, other Faculties) to ensure that students are supported and enabled to achieve excellent outcomes.

- To ensure that school assessment structures have optimal impact on student learning and progress and that data led, precision teaching closes knowledge and skills gaps for students.
- To regularly review, compare and standardise assessments so that they are rigorously testing the key areas of knowledge and understanding expected at each stage of learning.
- To ensure accurate progress data is submitted by agreed whole school deadlines.
- To implement the school rewards system for celebrating student achievement, e.g. regular display of beautiful work, assembly citations, rewards and informing relevant parties in school and families.
- To work with the SLT person responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To support in the recruitment and induction of new staff into the department.
- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene team meetings and ensure notes of discussion and action are kept.
- To liaise with parents/carers, as and when appropriate, responding to enquiries, comments and informal complaints effectively
- To liaise with the SLT person responsible for timetable over staff deployment and timetabling.
- Undertake additional tasks as required from time to time to support the growth and operational requirements of the department/team.
- Participate in the regular review of this job description.
- Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title
- The post holder will be expected to work flexibly and carry out all duties in compliance with the school policies.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to comply with the general conditions of employment of school teachers as defined by the latest DfES Pay and Conditions Document.

Requirements:	Assessment Criteria		
Qualifications:	Interview	Application Form	Lesson Observation
Education to good honours degree or equivalent plus teaching qualification		•	
Evidence of continuing professional development relevant to the post	•	•	•
Experience:			
Successful experience of middle management in a comprehensive school	•	•	•
Successful involvement in planning, implementing and evaluating initiatives to raise achievements	•	•	•
Sustained successful experience as a classroom practitioner across the age and ability range 11 to 19	•		•
Experience of working with data to promote learning and achievement	•		•
Experience of raising the achievement of diverse groups of students across the ability range	•		•
Evidence of leading and managing effective and significant change across at least two key stages	•		•
Experience of building productive relationships with staff, students and parents and governors	•		•
Management and leadership skills:			
Success at motivating staff to raise students performance and at enthusing them to develop new ideas and initiatives	•	•	•
Ability to maintain effective working relationships at all levels whilst demonstrating a flexible approach	•	•	•
Evidence of the ability to delegate, consult and be decisive	•	•	•
Requirements:	Assessment Criteria		

Qualifications:	Interview	Application Form	Lesson Observation
Professional knowledge and understanding			
Knowledge and understanding of recent curriculum developments and wider educational issues	●	●	●
Knowledge, understanding and the ability to use ICT to promote learning and for management tasks (some experience of constructing whole school timetables would be desirable)	●	●	
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	●	●	
Behavioural competencies:			
The ability to promote and maintain the highest standards in all aspects of the work in the school.	●	●	

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
- To promote positive student conduct
- To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
- To participate in the School's performance management process
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post