



# Teacher of Performing Arts Job Description & Person Specification

## **Job Description for Secondary Lead Teacher of Performing Arts**

**Grade:** Emmaus Catholic MAC Teacher Pay Scales  
MPS – UPR  
TLR 2a

**Line Manager:** Assistant Principal

**Duty Hours:** Full Time / Term Time

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To work under your own guidance and direction as the lead teacher for Performing Arts with the support of your Line Manager/Assistant Principal

Key responsibilities of the post include:

- To contribute to and improve the teaching and learning throughout the curriculum area, aiming for the highest achievable standards in all lessons.
- To contribute to the development of the Performing Arts curriculum and develop links with other areas.
- To deliver the schemes of work and support the planning throughout the subject in order to improve teaching and learning.
- To contribute to the delivery of the curriculum in the subject area and the assessment of student progress to ensure that teachers and students are working towards the highest standards of achievement.
- To work positively with the Subject Leader for Music and Music Technology, to collectively to develop and improve all aspects of teaching and learning across the Faculty.
- To be able to teach the appropriate subject(s) across the age and ability range.
- To actively uphold and promote the Catholic Life of the school.
- To make an enthusiastic contribution to extra-curricular activities.
- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
- To ensure that the specific needs and language requirements of all students are met.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.

### **Job Purpose:**

- To assess student progress. To take appropriate action when such progress is identified as unsatisfactory.
- To deliver challenging, purposeful, enjoyable and appropriately differentiated lessons in the subject.
- To fulfil the duties required by the role of Assessor, according to the BTEC Framework.
- To undertake annual CPD as required by the BTREC Framework, in order to enable you to competently fulfil the role of Assessor.

- To contribute significantly to the annual process of review required by the BTEC Framework, including the writing, monitoring and evaluation of the Centre Engagement Document.
- To liaise effectively , as necessary , with Pearson regarding the leadership and delivery of the BTEC Framework.
- To help to maintain the high expectations of discipline amongst students, in accordance with the school's behaviour policy.
- To contribute to the effective working of the MAC. Contribute to the constructive team- building amongst teaching and support staff, parents, and governors.
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential.
- Sharing and supporting in the school's mission 'Called as God's family, we strive to achieve our personal best by living and learning in Christ'

This role should be undertaken in accordance with national and local guidance in relation to the role.

### **Key Responsibilities and Expectations**

- To be responsible for the delivery and managements of the teaching and learning in Performing Arts, together with the development of resources, schemes and lesson plans of the highest standard (currently KS3 and KS4 but an ability to deliver Performing Arts at KS5).
- To develop your teaching and learning of Performing Arts through personal development and training.
- To support the Head of Performing Arts Faculty/subject Leader for Music and Music Technology in securing high standards in learning and teaching throughout the Faulty which, in turn, secure high outcomes for students.
- Support the Catholic ethos of the school and promote the Catholic values and virtues.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Complete AM, Break, Lunch and PM duties as required by the Principal.
- To maintain the confidentiality of all the school's records relating to students, in line with the latest GDPR requirements and the Freedom of Information Act.
- To uphold and comply with the safeguarding policies within the school.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/ status and will be subject to discussion, in accordance with the guidance note on contractual changes.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

### **Teaching and Learning**

- Promote excellence in teaching and learning to ensure all students develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the school, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the phase and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are used, reviewed, and modified to ensure high standards of teaching and learning.
- Monitor students' work and the classroom practice.
- Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the school.
- Ensure the phase is effective in meeting the needs of all students.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Ensure that individual student progress is regularly assessed and recorded and used to inform teaching.
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Actively promote enthusiasm for the subject outside the timetable.
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

### **Other Duties**

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



### Teacher of Performing Arts – Person Specification

	Essential	Desirable	Evidenced
<b>Education and Training</b>			
DfE recognised Qualified Teacher Status	x		App, Int
Degree or equivalent qualification	x		App, Int
Evidence of Professional Development relevant to the role	x		App, Int
<b>Knowledge and Experience</b>			
Knowledge of current educational theory and pedagogy	x		App, Int
Understanding and/or experience of current developments in the secondary curriculum	x		App, Int
Understanding of current approaches to assessment, recording and reporting procedures at various levels	x		App, Int
Ability to create innovative resources and new learning opportunities.	x		App, Int
Experience of developing a range of teaching and learning materials to engage and inspire progress	x		App, Int
Proven success of effective teaching and learning in within a secondary school		x	App, Int
Proven track record raising standards for students of all abilities		x	App, Int
Ability to evaluate and improve the teaching practice of self and others		x	App, Int
<b>Professional Skills</b>			
Ability to liaise with other teaching staff and work in co-operation with colleagues	x		App, Int, Ref
Ability to motivate students using a variety of teaching methods and the setting of appropriate goals and monitoring of progress	x		App, Int, Ref
Ability to successfully encourage students to the highest standards of individual achievement	x		App, Int
Ability to assess, monitor and report on students' progress	x		App, Int
Ability to adopt flexible teaching and learning strategies	x		App, Int
Ability to use a range of classroom management techniques to inspire learning and engagement	x		App, Int, Ref
Ability to communicate effectively, orally and in writing	x		App, Int
<b>Personal Qualities and Attributes</b>			
Ability to relate well with children and adults	x		App, Int, Ref
Ability to work as a member of a team	x		App, Int, Ref
Interpersonal skills	x		App, Int, Ref
Ability to demonstrate empathy and understanding with all students regardless of need	x		App, Int, Ref
<b>Safeguarding</b>			
To comply with the Schools commitment to the protection and safeguarding of children	x		App, Int, Ref
To demonstrate understanding of current safeguarding concerns and practices	x		App, Int, Ref

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

