

Director of Performing Arts

MR: 3.1

Management time: 4 periods over the two-week cycle. (1 period = 1 hour)

ASH (Anti-Social Hours) 4 periods over the two-week cycle. (1 period = 1 hour)

As Director of Performing Arts at Kent College, you are responsible to the Head, via the Deputy Heads for promoting and maintaining the high profile of the Performing Arts. Specifically, you are responsible for leading the organisation of teaching throughout the Performing Arts departments (Drama, Dance and Music) as well as for providing professional leadership to secure high quality teaching and learning and for the co-ordination and delivery of performances, exhibitions and displays within the Performing Arts departments. The Director of Performing Arts is also responsible for forging close links with the Prep School in developing the performing arts subjects.

The Performing Arts have a high profile within the school community and to the outside world. This high profile must be maintained and extended.

MAIN RESPONSIBILITIES

Strategic Direction and Innovation

- To create a positive ethos and shared understanding of the importance of the Performing Arts.
- Advise the Deputy Heads and Head on the school's future strategy for Performing Arts provision to ensure that the curriculum and extra-curricular provision meets the school's vision, values and aims of unlocking the potential of all.
- Explore cross-curricular links between the creative subjects, as well as promoting links with any other departments in a meaningful and achievable manner.
- Be one of the 'go-to' experts in the school on degrees and careers in the Performing Arts.
- Actively seek out opportunities for pupils to participate in enrichment challenges and scholarly endeavours with a creative focus.
- Develop teaching and learning across the creative subjects, in collaboration with the performing arts departments.
- Work with the performing arts departments to ensure schemes of work are inspiring, challenging and effective at all Key Stages.
- Quality assure and develop regular co-curricular provision across the creative subjects and explore opportunities for cross-curricular trips, lectures and experiences.
- Alongside the performing arts departments, keep abreast of performing arts provision in competitor schools and encourage an outward-looking and reflective culture.

- Prepare, monitor and update annual departmental plans and policies.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

Operational Responsibilities

Curriculum

- Lead and Line Manage the performing arts departments in setting and maintaining exemplary standards in the preparation, teaching and marking of lessons.
- Monitor and evaluate the effectiveness of teaching and learning in the creative departments, including the use of bench marking materials, encouraging high expectations in all students.
- Lead and manage the performing arts subjects, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high-performance standards are achieved and maintained.
- Lead and manage the performing arts departments internal and external exams.
- Lead the performing arts subjects to ensure excellent AIM provision and support for SEND and EAL students.
- Ensure the delivery of a broad curriculum with, continuity and progression for all pupils Year 7 to Upper Sixth.
- Identify areas for improvement and actions to further improve the quality of teaching and learning.
- Contribute to and report on initiatives through meetings of the Heads of Departments or directly to the Head or Deputy Heads.
- Have oversight of the day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the performing arts subjects.
- Chair Performing Arts meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- Ensure that attractive display boards are maintained to celebrate the work of students and achievements and for information.

Extra-Curricular Activities

- To lead on the delivery of a high standard of Drama productions across the school.
- To work with the Music Department to plan appropriate productions for the whole school and secure appropriate licences.
- To be responsible for the planning of the Performing Art department's productions, exhibitions and displays.
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- To work with planning team to approve dates for productions, rehearsals, exhibitions and displays.

- To arrange, with the Drama and Music departments the auditions for the productions.
- To ensure the sharing of good practice across the creative departments and other relevant departments, including within the Prep School to deliver Drama and Music productions and appropriate exhibitions and displays.
- To plan and budget for the Performing Arts department's productions, exhibitions and displays and ensure the appropriate control and prudent expenditure of budgets.
- To oversee the set design and build for productions and responsibility for the wardrobe and the hire and return of costumes for productions.
- In conjunction with Theatre Manager and Theatre Technician to oversee the lighting and sound for productions.
- To co-ordinate rehearsals and the staffing of rehearsals.
- To liaise with HR about safeguarding arrangements for volunteers and visitors in productions, events, trips, exhibitions and displays.
- To liaise with relevant Heads of Department and Pastoral teams to discuss issues and disseminate information relevant to productions, events, trips, exhibitions and displays.
- Take responsibility for allocation of tasks for school productions.
- Lead the Performing Arts department in the successful delivery of a full enrichment programme including scholarship programmes, clubs, theatre trips and recruitment events.
- Contribute to whole school events, including weekend events, such as Open Days, recruitment events, Entrance Examination Days, Scholarship days etc.
- To represent Performing Arts at school functions as required.

Staffing

- To assist in the leadership and motivation of all staff in the performing arts departments so that high standards of professional performance are established and maintained.
- To assist in identification of development and training needs within the performing arts departments and the subsequent evaluation.
- To assist in advising the Head and Deputy Head on the efficient staffing of the performing arts departments and on recruitment, advertising and appointment of new staff and lead on the allocation of staffing in the performing arts departments.
- To participate in the school's appraisal/Performance Management process as required, reviewing department staff.
- Assist in the induction of new teachers.

Management of Resources / Physical Environment

- Oversee the performing arts departments, supporting them to monitor and control their department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.

- Identify future resourcing needs and aspirations for the performing arts subjects for consideration in the school budget planning process.
- Work with the tech and estates team to ensure all resources are fit for purpose, are in a sound and safe condition and used in accordance with health and safety guidelines.
- Advise regarding new physical resources and the improvement and repair of current ones.
- Supervise the use and secure storage of equipment.
- Ensure the completion of risk assessments as required submitting to the Estates Manager in a timely manner.

Marketing and External Links

- Actively promote Performing Arts within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Lead Performing Arts marketing events.
- Lead Performing Arts events within the school's local networks to help to advance the public benefit of the school.

General Duties

- To uphold the ethos, aims and objectives, reputation and good name of Kent College.
- To be in sympathy with the school's Christian foundation.
- To be a form or Assistant form tutor of an assigned Tutor Group and to carry out related duties in accordance with the published guidelines.
- To attend Parents and Progress Meetings concerning all the pupils you teach and to attend Study Support, Staff Meetings, In-service Training and major school occasions.
- To contribute to the extra-curricular programme.
- To follow safe practice in all areas of school life.
- To continue with personal professional development through appropriate in-service opportunities and to participate in staff appraisal.
- To carry out an appropriate share of supervisory duties in accordance with published schedules.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description is in addition to that of "Teacher" at KC. The teaching level will be commensurate with the responsibility as Director of Performing Arts, with recognition for the time commitment at weekends and after school for rehearsals and performances.

This job description may be reviewed and amended at any time after consultation.

Director of Performing Art's Signature	Head's Signature
Date:	Date:

April 2024