



**ALL SAINTS'
COLLEGE**



DUTY STATEMENT HEAD OF ARTS

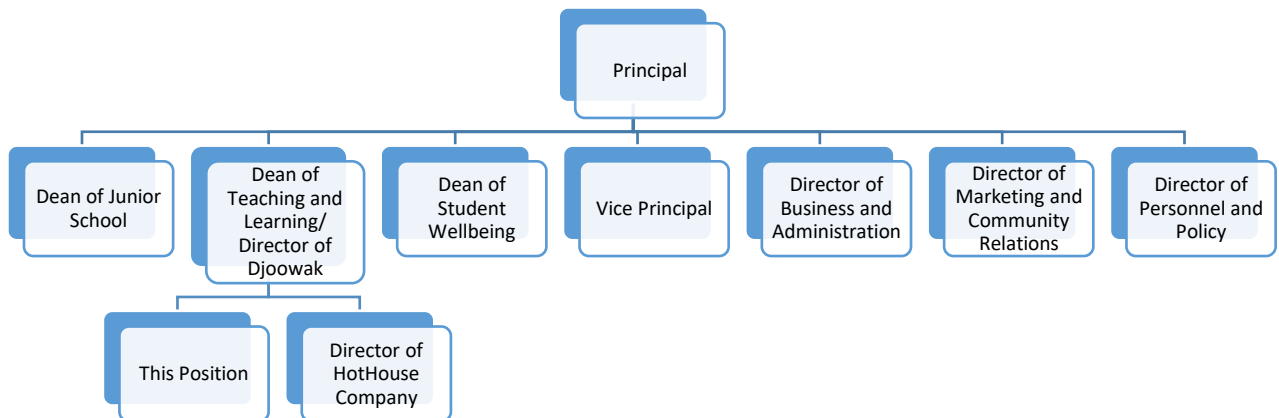
All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

This Duty Statement is to be read in conjunction with the Duty Statement for Senior School Teacher.

POSITION PURPOSE

The Head of Arts is responsible for promoting and developing a standard of excellence in all of the Arts Learning Areas in the Senior School of the College.

ORGANISATION STRUCTURE



1. Curriculum

- (a) Coordinate the teaching of Arts, including the areas of Dance, Drama, Media and Visual Art.
- (b) Promote and develop a standard of excellence in all the Performing Arts areas.
- (c) Strategically guide the Arts Department in achieving the goals of the College's Strategic Plan.
- (d) Oversee the review of student performance and engagement data in the development of the Arts School Improvement Plan.
- (e) Review and report on student performance in WACE exams and develop subsequent strategies for improvement.
- (f) Oversee and manage the implementation of the Transition Program (Project X) curriculum for Dance, Music and Drama.
- (g) Research and introduce innovative programs that promote the Arts throughout the College.
- (h) Develop and coordinate the College's extensive cocurricular programs in all the Arts areas, including the management of the calendar, ensuring a smooth and complementary program.
- (i) Support and guide the Performing Arts Captains and Arts Interns.
- (j) Prepare and/or approve all syllabus programs to be used by departmental staff.
- (k) Implement appropriate assessment, recording and reporting procedures, Years 7 - 12.
- (l) Monitor all results and grade allocations in Years 7 – 12 and implement processes to review student progress biannually, at least, in consultation with the Director of Djoowak.
- (m) Assist the Director of Djoowak with relevant curriculum development and mandated curriculum change.
- (n) Provide relevant information to the Principal and Director of Djoowak in respect to the development of the timetable.
- (o) Provide relevant information to the Dean of Student Wellbeing in respect to examinations, Assembly items and wellbeing issues.
- (p) Provide relevant, appropriate and current curriculum information to students, staff and parents, via the relevant sections of the College's Portal and other publications.
- (q) Meet with College families with respect to curriculum issues, as required, in consultation with the Director of Djoowak.
- (r) Liaise with the Assistant Dean of Junior School (Teaching and Learning), as required.
- (s) Work collaboratively with the *HotHouse* Company Director to feedback how artists and programs might support students and wider community.
- (t) Allocate responsibility for annual arts events such as (but not exclusive to):
 - i. HCO Art Gallery (previously Art Exhibition)
 - ii. College Production
 - iii. College Dance Concert
 - iv. All HCo FAB

2. Student Services

- (a) Allocate students to class groups in Years 7-12 where class groups are based on academic achievement.
- (b) Implement remedial procedures for students with special needs, abilities and interests, in consultation with the Learning Support Coordinator.
- (c) Implement advanced-placement procedures and/or programs for exceptionally academically capable students in consultation with the Director of Djoowak.
- (d) Foster relevant extracurricular activities and competitions which complement and/or supplement the subjects taught in the department (e.g. clubs, intra/inter-school, State and interstate competitions).

3. Human Resource Management

- (a) Assist the Principal with the selection and appointment of staff to teach relevant subjects / courses / Learning Areas.
- (b) Conduct regular, scheduled, minuted meetings with department staff in order to discuss current methodological teaching strategies as well as content matters. The Minutes of these meetings are to be shared with the Director of Djoowak.
- (c) Liaise with the Director of Djoowak in the development of policies and procedures concerning such departmental issues as course outlines, learning programs assessment and reporting, homework, allocation of students to classes, excursions and related activities.
- (d) Ensure supervised staff remain abreast of current trends through
 - i. participation and contribution through professional development;
 - ii. relevant professional organisations.
- (e) Manage and supervise the teaching and support staff within the department in relation to functions pertinent to their Duty Statement and to the requirements of the School Curriculum and Standards Authority and ACARA.
- (f) Conduct performance appraisals and assessments for departmental staff, as required, in consultation with the Director of Djoowak and Principal (e.g. Probation; formative and summative Performance Review; Performance Management).
- (g) Serve as a member of various interview panels as directed by the Principal (e.g. staff recruitment, probationary review, end of contract review, Senior Teacher applications, performance review).
- (h) Promote the self-esteem and morale of all department staff and encourage team collaboration.

4. Resource Management

- (a) Order and control the use of all recurrent learning and teaching equipment and materials allocated to the department.
- (b) Liaise with the Head of Library Services with regard to purchasing and ordering all book learning materials including both book hire and class set texts.
- (c) Liaise with the Head of Library Services regarding the purchase of resource material [teacher reference, student reference, AV material etc] to support curriculum studies.
- (d) Draft and manage a departmental budget for approval by the Director of Djoowak, Director of Business and Administration and the Principal.

- (e) Prepare, collate and be responsible for annual booklists for Years 7 – 12.

5. Teaching

- (a) Be a part of the weekly teaching program of the College; approximately 17 x 55 minute periods.

6. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Participate in all relevant College staff meetings and professional development opportunities.
- (d) Maintain professional confidentiality concerning information about staff and / or students.
- (e) Strive to implement productivity, quality and service improvements on a continual basis.
- (f) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (g) Comply with Occupational Health and Safety requirements in the workplace.
- (h) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (i) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

October 2020