



PRENDIVILLE CATHOLIC COLLEGE **Head of Performing Arts**

The Head of Learning Area for Performing Arts (HOPA) is a new position at Prendiville Catholic College. The HOPA is responsible for providing the overall leadership of the Music, Dance, Drama Curricular and Co-Curricular programs at the College and supporting the learning, teaching, attainment, progress and achievement of students within Performing Arts subjects (Dance, Drama, Music) and staff who teach in the Learning Area.

Along with the expectations of all Heads of Learning Areas outlined below, the HOPA will:

- Develop a successful Performing Arts Learning Area by uniting and expanding the existing successful Music, Drama and Dance departments
- Oversee the provision of all music, drama and dance activity across the College
- Review and direct Performing Arts policy formation at the College and implement the College's Performing Arts frameworks and provision
- Provide input into the commercialisation of theatre facility
- Working with the Performing Arts Staff provide leadership of the College productions
- Line manage all Performing Arts teachers and staff
- Ensure the ethos and values of the College underpin all performing arts activities
- Be an inspirational figure that draws the best out of every pupil and the drama, music and dance staff
- Promote innovative and creative development of the department

The goals of the role are to:

- To lead the strategic development of Performing Arts within the College.
- To lead, monitor and evaluate the innovation and development of learning and teaching strategies within Performing Arts
- To be accountable for student attainment and progress in Performing Arts ensuring every student achieves their individual and greatest potential
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a faculty and school approach
- To take a full role within the school community as a senior middle leader
- To lead the raising standards of student attainment within the Performing Arts faculty and the wider school
- To provide strong leadership that results in a Performing Arts Department which provides first class teaching and learning opportunities for students and staff.
- To instigate and develop an innovative approach to the Performing Arts that will stimulate all students to achieve their full potential.
- To develop and implement a creative curriculum across the Performing Arts and ensure the delivery of high quality music, drama and dance provision in all curricular and extracurricular activities.
- To lead with Team members on whole college productions and performances.
- To coordinate a strong curriculum and co curricular program.

RESPONSIBILITIES AND DUTIES

Responsible to: Principal, Deputy Principal (Curriculum and Academic Standards)

Each Head of Learning Area at Prendiville Catholic College is required to:

- Provide a climate conducive to professional discourse with others, thereby encouraging a whole school approach to teaching and learning
- Encourage or demonstrate effective communication within and beyond the College community, including keeping their staff informed about relevant decisions and issues affecting the Learning Area
- Develop a sense of coherence and collegiality within the Learning Area
- Promote active involvement of parents and the community in the learning process
- Demonstrate effective decision-making as appropriate to the situation and circumstance
- Oversee the work of relevant support staff
- Liaise with the Head of Learning Enhancement, Head of the Education Support and the to provide for individual students' learning needs
- Work effectively and proactively with the College Leadership team as a representative of the Learning Area
- Build alliances and networks with professional communities beyond the College community.

Specific responsibilities:

- With the Principal, Deputy Principal (CAS) and Directors, the Heads of Learning Area constitute the Curriculum Council, and are called to be active members during Middle Leadership, Academic Council and relevant staff meetings as leaders in curriculum.
- Ensure teachers in their Learning Area are aware and actively support the Western Australian Professional Standards for Teaching as defined by the WA College of Teaching (TRBWA) and the Australian Institute for Teaching and School Leadership (AITSL)
- Run regular meetings with staff in the Learning Area, including those timetabled by the Leadership Team
- Monitor student progress within their Learning Area by undertaking any necessary counselling and action as required in collaboration with their parents
- Be aware of behavioural issues and monitor appropriate action to support teachers. This may involve liaising with Pastoral Leaders, Deputy Principals and parents
- Be responsible for personal professional development and the ongoing update of qualifications such as the Accreditation to Teach qualification
- Attending CEWA Network Meetings is vital, as well as active participation in the relevant Professional Associations, also encouraging other staff in the Learning Area to do so.
- Actively liaise with other relevant College personnel
- Support Pre-service teachers with the assistance of the Assistant Deputy Principal

Duties as relevant to a specific Learning Area – Performing Arts

Some of the areas of responsibility noted below are implicit in the general Head of Learning Area position description already outlined above. However, the following responsibilities are more specifically ascribed to the Head of Performing Arts role:

- Raise awareness of, and apply Occupational Health and Safety requirements in the performing arts learning spaces and facilities, ensuring the necessary regulatory and legal policies and procedures are adhered to.

- Ensure the maintenance and upkeep of arts facilities at the College to the appropriate level of standard and safety, including the booking procedures, with the assistance of the Principal through the Business Manager, assisted by the Property Manager
- Organise the annual performing arts programme of performances and enrichment, in collaboration with the college leadership team, ensuring the promotion of events, increased participation, and recognition of excellence. Events would include but not limited to: Inter-House Arts events, Year 6 Arts Day, Boys Dance opportunities, College Musicals and productions, music performances and Dance Showcases.
- Promote the Performing Arts learning outcomes and events in conjunction with the Community Engagement Team.
- Ensure the standard of performance and the achievement and projection of a successful and well-coordinated co-curricular Performing Arts programme
- Responsible for the coordination of the whole school bi-Annual Musical Production, including overseeing the selection and preparation of the cast, crew and the supporting staff, ensuring the adequate supervision of students during rehearsals and backstage during performances, and preparing the rehearsal and production schedule
- Responsible for placing dates on the College calendar including productions and performances, excursions and tours, in collaboration with the member within the Leadership Team associated with this task
- Prepare the Annual Performing Arts Report for various promotional materials and for accountability measures, including the College Annual Report, Yearbook and for the Quality Catholic School Framework
- Liaise with community organisations to develop Performing Arts programmes and activities.
- Liaise and oversee in collaboration with the teacher-in-charge, the following duties and responsibilities:
- Assist the Principal in the recruitment and appointment of staff associated with the Performing Arts, in line with CEWA and College recruitment policies and procedures
- Oversee the management of the extracurricular activities associated with the Performing Arts, ensuring the necessary arrangements have been addressed (eg booking of venues, buses, facilities, and the provision of equipment and supervising staff), and the appropriate processes and procedures for the preparation and selection of these teams are followed
- Ensure the correct wearing of uniform and the general good appearance of students at public performances
- Support student performances at various Whole School Events, including Assemblies, End of Year Masses and Assemblies and Graduation Mass
- Organise representation of the College at Performing Arts events, such as Exhibitions, the Catholic Performing Arts Festival Opening Mass, Catholic Education Carnivale, ensuring an appropriate level of support, if necessary
- Recognition of student excellence in participation and achievement in the Performing Arts, including leadership roles, for the following acknowledgements or positions:
 - Colours and Honours for their participation and outstanding achievements in Arts activities, which are also recognised publicly
 - Awards for Service to the Arts, acknowledging them at Year and Whole School Assemblies
 - For Arts Captains and student leaders in the Arts, their selection, training and mentoring
 - Oversee the coordination of Performing Arts camps or tours

Other Duties as required by and negotiated with the Principal or Delegate

ADDITIONAL INFORMATION:

Contract and Appraisal: This appointment is a contracted position for a period of 5 years, with a process of appraisal in the second year of the contract.

Remuneration:

This is a Level 1 Middle Leader role. Full terms and conditions will be negotiated depending on the experience and qualifications of the successful applicant. Terms and conditions will follow the WA Catholic Schools Enterprise Bargaining Agreement 2017, and includes employer superannuation contributions as offered to all staff working in Catholic schools.

Essential Position Requirements:

- WA Teacher Registration
- High level of organisation, including ability to work to deadlines
- Highly proficient in information technology skills
- Current Federal 'Crimtrac' 100 point Police Clearance (within last 12 Months)
- Current Working with Children Screen Check
- Supportive of the Catholic ethos of the College
- Accreditation to Teach in a Catholic School qualification, or willingness to attain this qualification
- Uncompromising confidentiality

Desirable Position Requirements:

- Practising Catholic
- Demonstrated experience in a related or similar field
- Formal qualifications in leadership
- Strong negotiation skills
- Highly developed communication and interpersonal skills
- Ability to work in a team

Closing Date: 1 September 2017

August 2017