HOLA Performing Arts
Position Description

NAPIER GIRLS' HIGH SCHOOL

Position: **Head of Learning Area:** Performing Arts
Includes: Teacher in Charge - Music
Permanent, full-time
3 x MU, 1 x MMA
(includes school-wide music itinerant programme and extra-curricular music programme)

Reporting to: The Principal

As a Head of Learning Area I will:

- Ensure student learning is the Learning Area priority.
- Give effect to the principles of Te Tiriti o Waitangi.
- Provide professional leadership and support to Learning Area staff, keeping them informed of curriculum issues, whole school issues and innovations; implementing and advocating for Music, Drama and Dance.
- Be responsible for Learning Area staff delivering the Performing Arts curriculum Year 9 – 13 effectively and maintaining a positive culturally responsive and relational learning environment in their classroom.
- Attend appropriate Professional Learning and Development/Subject Associations and be up-to-date on all curriculum developments both local and national.
- Plan, develop and review courses for subjects within the learning area or, where this is delegated to a TIC, ensure this is done by them.
- Budget, purchase, manage and use available resources effectively and equitably and oversee where this is delegated to a TIC.
- Managing ancillary help and allocation of staff.
- Learning Area Administration duties:
  - Responsible for providing material for Emergency relief work.
  - Timetabling and class size issues
  - Course design
  - Resource room
- Administer appropriate assessment programmes in accordance with the school assessment policy and ensure staff carry these out, record results and compile reports.
- Maintain up-to-date Management Documents and Year Level schemes.
- Collect and record data so as to be able to assess programmes over time.
- Ensure the Learning Area programmes are inclusive and cater for the needs of all ākonga.
- Communicate effectively with Learning Area staff, students, colleagues and Senior Leadership Team.

- Implement and oversee the learning areas responsibilities in the school's Professional Growth programme.
- Ensure that the policies and programmes in the Learning Area reflect the values of the school.
- Foster positive relationships within the school community.
- Set agendas and chair Head of Learning Area meetings and report to the Board on a cyclic basis.

As classroom teacher I will:

- Exhibit the professional qualities of a teacher as described in the Professional Standards.
- Establish and maintain effective relations with students.
- Maintain a positive classroom learning environment.
- Maintain effective classroom behaviour management.
- Communicate and consult with parents when required.
- Plan and teach programmes which implement Learning Area schemes which are linked to the National Curriculum requirements.
- Record results and compile reports.
- Be aware of current educational developments and participate in staff development as appropriate.
- Participate in the school's Performance Management/Appraisal system.
- Manage equitably the teaching resources available.
- Carry out effectively other administrative tasks as required.
- Carry out grounds duties / supervisions / relief as required.
- Participate in the wider life of the school / co-curricular activities and be available for school-related meetings, functions, events when required.

Other Specific Responsibilities:

- Responsible for school wide music events, e.g. Prize Giving.
- Responsible for weekly whole-school singing.
- Responsible for Itinerant Music programme.
- Direct and oversee various school music ensembles including orchestras, bands and smaller chamber music ensembles.
- Organise events during the year to showcase the talents of our students.
- Provide individualised support and mentorship to students who demonstrate a strong commitment to music.

Signature: _____ Date: _____