



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Head of Learning - The Arts
<b>Date established:</b>	December 2024
<b>Reports to:</b>	Director of Teaching and Learning (7-12)

### POSITION OVERVIEW

The Head of Learning - The Arts will bring an innovative, professional, approach to leading the learning and the teaching of the Arts at our School. In this leadership position, the Head of Arts is an experienced teacher whose enthusiasm for teaching the Arts is contagious. In this role, the incumbent will have direct responsibility for inspiring a dedicated team of staff in their teaching and learning in all areas of the Arts.

In addition to leading and coaching staff, the incumbent will undertake administrative duties and nurture innovative curriculum development in the faculty.

This position is also responsible for promoting a love of Art throughout the School and engaging students in a variety of ways both in the classroom and beyond. Whilst this position will not have a direct teaching responsibility in our Preparatory School, it will effectively collaborate with relevant staff to support the One GGS approach to learning.

### REQUIRED COMPETENCIES AND SKILLS

#### Education and Training

- Relevant teaching qualification.
- Previous experience as a Teacher of Art.
- Hold a current TRBWA registration.

#### Competencies & Technical Skills

- Working knowledge/understanding of current curriculum and relevant subject content.
- Thorough understanding of program requirements and curriculum planning for students in years 7-12 (including those with diverse learning needs).

- Demonstrate a comprehensive understanding of current educational issues.
- Possess excellent communication and interpersonal skills including team building and mentoring.
- Exemplify outstanding classroom pedagogy and current practice in the field and a passion for the relevant subject area.
- An ability to modify instructions to cater for the individual learning needs of students.

### Personal Attributes & Values

- Demonstrate a commitment to the Purpose and Values of the School.
- Support the ethos and values of the Anglican tradition of the School.
- Embrace the Schools open and inclusive culture.
- Desire to work collaboratively with other teachers, and work as a team.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection to the Principal immediately.

### KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

#### Planning for Learning

- Ensure personalised, innovative, relevant learning experiences are developed and imbedded in curriculum across all years.
- Engage with faculty staff to ensure that appropriate differentiation of learning is provided.
- Lead staff in their dedication to a whole school continual improvement including regular review of programs.
- Collaborate with the Preparatory School to support learning pathways and transition of students into the Senior School.
- Lead the preparation of course and assessment outlines, and relevant course booklets for distribution.
- Be responsible for a high standard of programs, assessments and learning experiences.
- Ensure the requirements of relevant regulatory bodies are fulfilled.

- Create and maintain a central electronic repository for shared faculty resources, assessments and materials that are available to all faculty staff and encourage active use.
- Ensure that all staff are actively engaged in professional development including attendance at relevant professional meetings.
- Monitor student progress to ensure that class and program planning supports their placements into classes and their personalised pathway.
- Oversee the non-music Peripatetic staff (e.g. Speech and Drama) and their teaching and learning programs within The Arts Team.

### Leadership of People

- Undertake relevant professional learning and reading to support leadership of staff.
- Inspire, encourage and support staff in their development by being present, listening and identifying support needs.
- Give effective and timely feedback to staff on a range of matters that support their development and improvement.
- Encourage collaboration in and with other faculties built on mutual respect and collective efficacy.
- Complete annual staff performance reviews, being sure you lead a valuable and credible process and encourage appropriate professional development.
- Promote the Arts throughout the School with innovative ideas and leveraging opportunities.
- Sustainable management of physical and financial resources designed to meet student needs.
- Ensure high standards of assessment and reporting are maintained including providing information and support to new staff on GGS practices.
- Maintain an effective culture of regular feedback for students to assist their learning journey.
- Ensure all Art teaching staff maintain effective communication with parents.
- Ensure student interest and enjoyment is fostered in the subject area(s) within the faculty, including organising and overseeing special events and where applicable student entry in competitions.
- Support teaching staff by assisting with strategies regarding behaviour management. Be available to provide management assistance in challenging behavioural circumstances.
- Facilitate fortnightly faculty meetings, ensure concise and accurate minutes are distributed punctually and encourage collaboration between staff.
- Lead and monitor the process of setting grade boundaries and department moderation processes.
- Develop links with relevant tertiary institutions and industry by providing opportunities for students to be exposed to subject related careers information.
- Provide leadership and support to The Arts staff members within the Arts related events, activities and productions.

- Contribute to the strategic development of The Arts at the School with a focus on student outcomes and experience as well as ongoing improvement and innovation.’

### **Modelling of Teaching and Learning**

- Teach the Arts classes as allocated.
- Model innovative teaching and learning practice and personalised student engagement.
- Engage with specialist resources such as Digital Learning and Inclusive Education to enhance student experience in the relevant subject area.
- Engage with Community Relations to share key experiences and events with the community.
- Contribute as a pastoral leader through the engagement with a mentor group and support your team in this part of their role in conjunction with the relevant Head of House.
- Modelling professional reporting on individual student progress (for subjects taught), achievement and effort demonstrating knowledge of individual students including assisting new staff.

### **Work Health & Safety**

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction given by the School.
- Assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk.
- Appropriately use any equipment provided at the workplace.
- Co-operate with any reasonable policy or procedure of the School that is related to health and safety at the workplace that has been notified to workers.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager’s discretion. Employees may also be required to undertake other reasonable duties as directed.**