HEAD OF PERFORMING ARTS
ROLE DESCRIPTION

TENURE: 3 YEARS
POL 2

Our mission at Marymede Catholic College is to educate in partnerships with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavor is possible only within a Christ centered community.

The Head of Performing Arts has responsibility for ensuring that the Performing Arts Curriculum is appropriate to the needs of the students, follows the Victorian Essential Learning Standards requirements and challenges and engages the students.

The Head of Performing Arts is responsible for the classroom program and the performance program of the College.

Employment Conditions:
The role responsibilities draw upon the Victorian Catholic Education Multi-Employer Agreement (2013) regarding employment conditions. Remuneration and time release will be a matter for discussion with the successful candidate but will be consistent with common practice in the Catholic Education sector.

Position Objectives:
- Support the Principal and the Deputy Principal Learning and Teaching (P-12) in ensuring that the College Performing Arts Program offered caters for all students and their needs and is based on current research.
- Lead the Performing Arts Domain teaching and learning program to ensure alignment with the College Vision and Mission Statements.
- Oversee the development and implementation of the Years 7-12 Performing Arts Program.
- With the Head of Music, develop and implement a performance program for the College including collaboration with the Head of Music for the College Musical and a Guild Eisteddfod in alternate years.
- Develop, monitor and organise the Performing Arts Performance Program for the College including Musical and Drama performances.
- Ensure that the scope and sequence of Performing Arts at the College is documented in accordance with the College agreed pro-forma.
Duties:

- Provide a comprehensive Performing Arts Program based upon the Victorian Essential Learning Standards which caters for all students in the Secondary School.
- Lead and manage the Performing Arts staff and the development of the program, focusing on Drama and Dance.
- Develop and document the scope and sequence of the Performing Arts Program across the Secondary School.
- Ensure that the College Performing Arts Program is implemented, audited, reviewed, rewritten and evaluated annually.
- Plan for the future growth of the Domain as the College continues to expand.
- Encourage and support staff from both within the Domain and beyond, who lead or assist in College productions and other co-curricular activities.
- Implement other matters as determined by the Principal, commensurate with experience and expertise.
- Attend Friends of Performing Arts (FOPA) meetings.
- Attend Teaching and Learning Committee (TALC) meetings.
- Attend Information Evenings for the Secondary School to promote the Performing Arts Program to parents and students.

Professional and Pastoral Leadership:

- To demonstrate a clear commitment to the Vision and Mission of the College.
- To provide a role model of professional behavior including quality teaching, positive approach, punctuality, appropriate professional dress, efficiency with paperwork and maintenance of a tidy environment.
- To participate in the wider school by support of the co-curricular program and College functions.
- To monitor and enhance morale within the Domain.
- To be responsible for staff development in consultation with the Deputy Principal Secondary (Students, Staff and Operations).
- To supervise the work of teaching staff within the Domain.
- To share in the Pastoral Care of staff, particularly those new to the College, including provision of encouragement, acknowledgement of effort and sharing of ideas on classroom practice.
- To make use of networks, regional representative and subject associations and to pass on relevant information to subject teachers.
- To ensure that reports of the in-service attended by Domain teachers are distributed and discussed.
- To Chair regular meetings in which teachers discuss and plan activities as a Domain.
- To arrange and monitor subject teams of teachers with the Domain and appoint Team Leaders.
- To be available for parental contact as required and appropriate regarding curriculum and teacher enquiries or concerns.
- To organise guest speakers and presenters for classes to enrich the curriculum.
- To be aware of the gifts and abilities of individual teachers and provide encouraging and affirming opportunities and forums for them.
- To ensure that resources, materials and equipment are safely and appropriately stored.
- To represent the College in external forums as appropriate.
Administrative Leadership:

- To submit annual proposals for capital expenditure.
- Purchase and maintain the capital equipment as required by the Domain in consultation with the Principal and Deputy Principal Learning and Teaching (P-12).
- To maintain a record of expenditure and manage the Domain Budget in conjunction with the Business Manager.
- To administer the Domain Budget, overseeing the purchase of books, materials and equipment.
- To be responsible for the preparation of booklists.
- To oversee planning and implementation of excursions within the Domain.
- To maintain a file of appropriate resources within the Domain.
- To ensure that copyright regulations are followed in the Domain.
- To ensure curriculum documentation is uploaded onto the College Intranet.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the Certified Agreement VCEMEA 2013.