

<p>Position Title: Head of Faculty - Performing Arts</p>
<p>Position Summary The Head of Faculty - Performing Arts is responsible for the overall management of curriculum and co-curricular activities across all areas of Performing Arts (P-12) to maintain a big picture approach to implementation of activities.</p> <p>The Head of Faculty - Performing Arts is expected to demonstrate leadership through exemplary teaching practice and in fostering creativity within the Performing Arts.</p>
<p>Position Reports To The Head of Faculty - Performing Arts reports to the Assistant Principal (Learning) and has an important role in ensuring that programs are consistent with the overall ethos of Aitken College.</p>
<p>Key Relationships</p> <ul style="list-style-type: none"> • Assistant Principal (Learning) • Deputy Principal • Principal • Drama Coordinator • Media Coordinator • Music Coordinator • Primary Performing Arts Concert Coordinator • Administration Assistant Secondary • Director of Community Engagement • Performing Arts Technical Manager • Technical Operations Manager
<p>Key Responsibilities</p> <p>Curriculum</p> <ul style="list-style-type: none"> • Consult Assistant Principal (Learning) and all Performing Arts staff concerning programs of work and assessment to ensure continuity from one year to the next and consistency of approach. • Liaise with Faculty staff to ensure comparability and reliability of assessment methods and to promote the use of a wide variety of valid assessment methods. • Ensure that curriculum documents for each performing arts subject in Prep – Year 6 are prepared and regularly updated. • Ensure staff are providing continuous feedback to students. • Conduct regular reviews of programs of work and assessment with the Assistant Principal (Learning). • Attend Heads of Learning and Management meetings. <p>Staff Supervision</p> <ul style="list-style-type: none"> • Consult with Music Coordinator, Drama Coordinator, Media Coordinator and Primary Concert Arts Coordinator in meeting staffing needs. <p>Finance</p> <ul style="list-style-type: none"> • Provide the Finance Manager with details of the proposed budget for the coming year. • Liaise with Coordinators to prepare the budgets for Music, Drama and Media and Chapel and Performing Arts Centre. • Authorise expenditure within the Performing Arts Budget.

- Monitor the budget throughout the year.

Facilities and Equipment

- Liaise with Technical Operations Manager on CPA Facilities and Equipment.
- Maintain the stocktake records of all Performing Arts areas.
- Liaise with Technical Operations Manager and Performing Arts Technical Manager to assist in the management of CPA facilities and resources, including internal and external bookings.

Timetable

- Consult with the Assistant Principal (Learning) and Coordinators across the areas of Music, Drama, Media and Primary Performing Arts on subject offerings for elective programs and allocation of classrooms.

Professional Development

- Ensure that fresh ideas and teaching methods are incorporated into programs within the Faculty.
- Liaising with Parents and Friends Association to maintain the needs and activities of the Performing Arts.

Co-curricular

- Manage and contribute to the co-curricular programs
- Prepare calendar of performing arts events in consultation with the Director of Administration.
- Actively encourage student involvement in co-curricular activities.
- Undertake leadership of one or more major College events.
- Assist Deputy Principal in preparing Performing Arts related activities for school events such as Easter/Christmas/Other Services and Presentation Night.

Any other duties as directed by the Principal

Occupational Health & Safety

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation
- Ensure that staff comply with all OH&S requirements

Environmental

- Support and participate in the Environmental programs of the College

Religion and Values Education Programs

- Support and participate in the Religion and Values Education Programs of the College

Essential Qualifications and Relevant Experience

Current and valid VIT registration