

## Job Description and Person Specification

### Job Description

<b>Job Title:</b>	<b>Performing Arts Legacy Leader</b>
<b>Scale:</b>	Grade 8-10. £26,511 to £31,346 Pro Rata. (Placing within grade dependent upon experience and qualifications).
<b>Hours:</b>	37 hours per week.
<b>Contract type:</b>	Temporary from 1 <sup>st</sup> September 2021 to 31 <sup>st</sup> August 2022. Term Time + 10 days.
<b>Location:</b>	To work across the ALP family of schools.
<b>Responsible to:</b>	<b>ALP Leader of Personal Development Strategies</b>
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>To lead on agreed aspects of student enrichment within and outside the student curriculum (Performing Arts).</li> <li>To lead individual, bespoke projects and enrichment.</li> <li>To lead collaborative, enriching events, competitions and opportunities that link all students within the ALP family of schools.</li> <li>To inspire students across the Trust to engage and experience aspects of Performing Arts (area to be confirmed).</li> <li>To collaborate with and coordinate school staff to support Performing Arts activities.</li> <li>To collaborate within the personal development team and support wider activities.</li> </ul>
<b>Generic responsibilities:</b>	<ul style="list-style-type: none"> <li>Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.</li> <li>To model the values, ethos and vision of the Trust.</li> <li>To maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.</li> <li>Gain understanding and support the continuous improvement of operating processes.</li> <li>Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.</li> <li>Attend relevant meetings as required, including termly Academy Council meetings.</li> </ul>
<b>Specific responsibilities:</b>	<ul style="list-style-type: none"> <li>To maintain oversight of designated areas of Trust organisation and development.</li> <li>Produce quality opportunities that are professionally presented.</li> <li>To comply with Advance Learning Partnership policies and procedures.</li> <li>To be responsible for agreed aspects of the post (negotiated annually).</li> <li>To lead and coordinate network collaboration in Performing Arts.</li> <li>To create a network of opportunities, experiences and enrichment of Performing Arts.</li> <li>To celebrate students' skills across the Trust.</li> <li>To leave students with positive memories and new skills.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>Participate in training and other learning activities and performance development as required.</li> <li>The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.</li> <li>The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.</li> <li>An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.</li> </ul>
<b>The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.</b>	

## Person Specification

Criteria		Essential	Desirable
<b>Application</b>	Application form and a well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
<b>Qualifications and Professional Development</b>	Level 4 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
<b>Experience</b>	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).		*
	Working within a school/ MAT or child based learning.		*
<b>Qualities &amp; Values</b>	Ability to assume full responsibility for the efficient day to day functioning of the specified role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
<b>Personal Attributes</b>	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
<b>Special Requirements</b>	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to attend evening and weekend events.	*	

*Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.*