



Director of Arts Job Description

The Arts Director will work in partnership with teachers and other professionals to promote the learning and welfare of students by providing practical learning support to students throughout the school.

Job Title:	Director of Arts
Responsible to:	Senior Leader in Charge of Arts Learning Area Leader for Visual Arts and Performing Arts
Purpose of the Position:	The primary role of the Director of Arts is to: <ul style="list-style-type: none"> • Direct and lead the arts strategic plan in alignment with the school's strategic and annual plan • To increase participation in the arts in extracurricular and co-curricular activities and raise the visibility of learner's achievements in the arts within school and the wider community. • To direct, lead and manage the extracurricular, co-curricular arts programmes in visual and performance programmes by effectively providing highly skilled leadership, administration, communication, and resource management. • Model and promote the school values and learning ethos. • Contribute to the review and development of school policy and practices.
Functioning relationships	<ul style="list-style-type: none"> • Senior Leadership Team • Curriculum Leaders for Performing arts and visual arts • Arts Coordinator • Arts Technician • Itinerant Music tutors and other associated arts tutors • Teaching Staff • Community arts organisations • Parents and the wider school community • Sponsors (as necessary)
Key Outcomes	A clear vision for the arts is supported by policies and procedures clearly articulated to students, staff and the wider community.

Key Areas	Key Responsibilities
Assist with the Development of the Arts Strategic plan developed in 2024.	<ol style="list-style-type: none"> 1. Contribute to the development of the arts strategic plan established in 2024. 2. Engage with and clearly articulate the vision for the arts with key stakeholders including learners, staff, parents/guardians. 3. Ensure that arts activities, performances, presentations, exhibitions and associated events throughout the year have a positive impact and increase learner participation, retention and excellence. 4. Develop and maintain an arts programme of events, performances an experiences programme that is translated into a yearly operational plan that aligns with the College's vision and Arts strategic plan. 5. Undertake a review of the arts co-curricular and extra-curricular annually to form the annual Board of Trustees report.
Lead staff group of those with arts responsibilities that helps shape the	<ol style="list-style-type: none"> 1. Lead and contribute to the annual review and development of school policy and practices. 2. Oversee communication of all arts related policy and operational implications. 3. Lead and ensure the staff group of those with responsibilities that has a clear purpose and a visible profile across the school. Ensure the group meets regularly (monthly) with records

direction of the arts and supports the actions taken	<p>kept of agenda, minutes and decisions taken, actions and progress against actions. This includes but is not limited to curriculum Learning Area Leaders, Teachers in Charge, Kahui Ako Within School Lead (WSL) for Arts in the Community, other staff with responsibilities within the arts, arts co-ordinator, technicians and staff volunteers in the arts.</p> <ol style="list-style-type: none"> 4. Support arts staff and student leaders in the planning and administration of all co-curricular and extra-curricular activities in the arts. 5. Oversee the work and provide key directives for arts coordinator, arts technician and in their planning of school and community arts events. 6. Ensure that arts activities throughout the year have a positive and improving effect on student participation and performance 7. Oversee and meet the obligations between external contracts and Rolleston College.
Contribute to the achievement of the school values and objectives	<ol style="list-style-type: none"> 1. Drive the Rolleston Spirit philosophy on participation in arts with our arts community. 2. Ensure that the arts programme clearly contribute to the school's overall ethos and culture. 3. Foster parent, caregiver and volunteer support of the Rolleston College arts activities to ensure that they are positive and engaging of our arts strategic plan. 4. Support those who are mentoring learners in co-curricular and extra-curricular arts this includes those working with learner arts leaders, technical crew and services ambassadors in arts events.
Administration and resource management	<ol style="list-style-type: none"> 1. Oversees and manages resources and assets associated with the arts including events, activities and annual stocktake 2. Undertakes relevant professional development

Desirable Skills and Attributes:

- High degree of professional judgement with the ability to maintain privacy and confidentiality of individuals and organisation at all times.
- Ability to build relational trust by demonstrating competency in the role, engendering interpersonal respect, and demonstrating personal integrity and resilience.
- Proven ability to work as a an effective and constructive team member and a willingness to participate fully in school activities relating to the arts.
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of the school community to achieve successful outcomes, including the ability to work with teachers, learners and all staff easily.
- Adaptable, trustworthy and reliable and able to work independently with the ability to take initiative and be proactive.
- Have a good level of organisational skills and the ability to communicate effectively.
- Have driver's license.

Name: _____

Signature: _____

Date: _____