



Shanghai Singapore International School

Job Title: Director of Aesthetics

Our School:

Founded in 1996, the Shanghai Singapore International School aims to develop each student into a responsible global citizen, with a strong sense of character preparing them for success in any life or career path they may choose. Our philosophy, vision, and mission is to educate students in an environment that will not only equip them with a high level of content skills and information, but also help them to learn the behaviors associated with global citizenry and the concept of being humanitarians and caring individuals.

Purpose:

Provide overall leadership, supervision, and coordination of all performing arts, visual arts and related programmes, activities and events in SSIS to provide students with holistic and meaningful learning experiences.

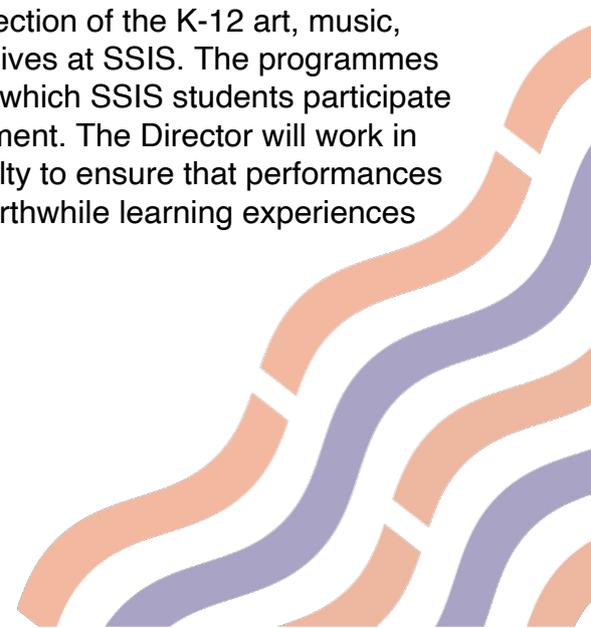
The goals of SSIS's Aesthetics Programme are to optimize the opportunity of participation for our students and to promote a high level of skill development, performance participation and achievement. In conjunction with individual teachers, departments and collaboration of all the divisions, and with the help of the individual programme coordinators, the Director of Aesthetics will establish and will communicate to students and parents clear and timely information for each activity consistent with the objectives, requirements, and expectations of the programme. The Director will likewise be responsible for developing and maintaining the best possible relations with the SSIS community and general public, in line with our mission to offer a balanced and engaging learning environment enriched by being in China and strengthened by collaboration with parents and external partnerships.

Reports to:

Reporting to the School Principal and Head of School(HOS)

Organizational relationships:

Responsible for the overall supervision, management, and direction of the K-12 art, music, drama, dance and any other related programmes and or initiatives at SSIS. The programmes includes school-sponsored and school-authorized activities in which SSIS students participate or which involve the use of the school's facilities and/or equipment. The Director will work in close collaboration with the school's leadership team and faculty to ensure that performances and events operate in a safe manner and provide students worthwhile learning experiences that align with the philosophy and core values of SSIS.





Key Accountabilities:

1. Leadership and Supervision

- a) Providing a vision for the department that is aligned with the school vision.
- b) Recruiting, supervising and evaluating department and office personnel to the highest standards and in alignment with SSIS's mission and core values
- c) Delegating the day-to-day operation of the program, including teaching of classroom lessons while maintaining effective overall supervision
- d) Hiring teachers/vendors, and evaluating the performance of individual teachers/vendors as far as possible in collaboration with Principals
- e) Ensuring that teachers uphold the expectations, policies and protocols of the SSIS Aesthetics Programme
- f) Providing auxiliary services that help faculty to fulfill their co-curricular responsibilities
- g) Helping to locate in-service opportunities to upgrade skills and expertise in their expertise
- h) Providing guidelines and criteria to teachers/vendors for written communications/descriptions of their programs to students and their parents
- i) Working with the Principals to staff the programme with competent, qualified personnel
- j) Working with the leadership team to ensure policies, programs, objectives and goals are consistent with best practices locally and worldwide, and that they align with the school's mission, core values and policies
- k) Preparing, managing and overseeing the annual Performing Arts and Visual Arts budget
- l) Developing bi-annual reports on: Numbers of students in the related program, Budget responsibility, Qualitative Analysis, Staffing/Supervision
- m) Soliciting and maintaining programme sponsorship where appropriate.

2. Development, coordination, and implementation of programs and activities

- a) Responsible for development, coordination and implementation of collaborative programs, activities and competitions with local and overseas institutions as appropriate.
- b) Coordinating and organizing student travel and hosting
- c) Scheduling and booking of venues and facilities, resolving conflicts as they occur
- d) Liaising with Campus Principal for programme set-up needs and facility maintenance
- e) Collecting and maintaining participation records and data from teachers for each season
- f) Planning and executing Performing Arts-and Visual Arts related events.
- g) Ordering materials and approving/supervising expenditures for each activity





3. Communications and Community Relations

- a) Representation of the school at events and any other activities involving participation of SSIS teams/groups
- b) Overseeing communications with all constituencies ensuring that messages are timely, easy to understand, easily accessible, and supported by the appropriate levels of detail
- c) Responsible for developing and maintaining the Performing Arts and Visual Arts calendars, websites, blogs, webcasts, e-board announcements, etc.
- d) Liaising with the Communications department to coordinate photography, videography, and write-ups for articles highlighting and promoting the activities program to both internal and external audiences
- e) Attending divisional faculty meetings and parent coffees as needed

4. Any other duties as assigned by the School Principal/HOS

Qualifications and experience required:

- a) Demonstrated knowledge of current best practice in international pedagogy and innovation.
- b) Experience as a **Director of Aesthetics** in international schools.
- c) Excellent written and verbal communication skills.
- d) Relevant university credentials in an academic field. A leadership postgraduate degree is highly desirable.
- e) Work experience with other cultures and nationalities within an international education environment.
- f) Proven ability to bring about and support change.

