



Primary School Aesthetics Head of Aesthetics Department Job Description

The Primary School Aesthetics Head of Department at SSIS is responsible for leading a department in the delivery and development of the subject so that each student is encouraged to be a resourceful, confident and independent learner in a caring and nurturing environment. This position oversees the music, strings, visual art, drama, and dance departments in the primary school.

The Department Head will:

Curriculum

1. Plan, implement and review the department's curriculum in alignment with the school's philosophy, objectives and core values.
2. Ensure that teachers within the team have clear understandings of curriculum content, planning expectations, resources and assessment.
3. Ensure that formative/summative assessment is regular and thorough.
4. Encourage and promote cross-curricular planning to better integrate the curriculum.
5. Ensure proper documentation of the curriculum.
6. Report and work closely with the Principal and Director of Aesthetics on curriculum matters.
7. Encourage the development of new approaches, methodologies and initiatives within the department.
8. Engage in HoD Appraisal - self-reflection and evaluation via peer coaching and/or Division Principal observation.

Reporting

1. Attend a weekly/fortnightly meeting with the Principal to discuss the progress of the department. The following checklist is to be used during the meeting:
 - a) Updates to department strategic goals
 - b) Major events
 - c) Teaching and Learning
 - d) Enrichment opportunities for students
 - e) Staff concerns – Attendance at school events, family matters etc.
 - f) Feedback from observations, walk-throughs and formal lesson observations
 - g) Any other matters
2. Monitor the quality of teaching and learning within the department through the **Appraisal process** which includes two '5min Walk-throughs' per trimester according to 'Guidelines for 5min Walk-Throughs'.



'5min Walk-Through' Schedule for HODs:

Trimester 1	Trimester 2	Trimester 3
Week 5 (new teachers and teachers up for renewal)	Week 5	Week 5
Week 11 (new teachers)	Week 11	Week 11

Communication

1. Submit articles to the Marketing department regularly with the quantity based on the size of your department.
2. Obtain Principal's signature on any official correspondence before they are sent out.

Leadership

1. Hold regular departmental and level meetings with agendas which will include but are not limited to:
 - Teaching and learning effectiveness
 - Unit planning
 - Assessment strategies and implementation
 - Subject event planning
 - Enrichment tasks planning and implementation
 - Event planning
2. Be responsible for the quality of the wall displays on their floor. Displays are expected to be of a high standard with recognition of student excellence and achievement.
3. Monitor the attendance of teachers at all school assemblies and major events.
4. Organize Aesthetics events during the school year. This includes Music performances, drama performances, art exhibitions, and more.
5. Promote the development and training of new staff including the induction of new staff. Organize mentors/peer coaching to assist new teachers who may need extra guidance.
6. Attend and contribute to the Steering Committee meetings.
7. Be highly visible reinforcing the high expectations of the school including; uniform, behavior and school culture, including the supervision of assigned areas during morning form times.
8. Plan, allocate and monitor resources within the department to ensure effective teaching and learning. Keep records of purchases made to ensure that the allocated budget is not exceeded.
9. Carry out any other duties as assigned by the Principal, including lunch time, dismissal duty after-school detention.



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Teaching and Learning

1. This position includes a teaching load of Strings or General Music depending on the teacher's speciality. Please see Strings or General Music Job Description for additional details.

Note:

The roles and responsibilities of Department Heads are not constrained by the job descriptions abovementioned. This document serves as a guide for department heads.