

POSITION DESCRIPTION

Head of Art and Creative Industries

Title	Head of Art and Creative Industries
Reporting to	Principal Assistant Principal - Curriculum
Primary Objective	<p>The Head of Art and Creative Industries at Alphington Grammar School is responsible for the vision, leadership and learning intentions of the Arts curriculum. They are expected to collaborate with and support teachers in the development and implementation of dynamic and future-focused Creative Industries programs.</p> <p>The Head of Art and Creative Industries will work with staff to promote interdisciplinary and innovative creative experiences that integrate successful teaching strategies, emerging technologies, and real-world applications. This will ensure students at Alphington Grammar School develop the skills, critical thinking, and creative mindset required for success in an increasingly complex and creative global economy.</p>
Key Internal Relationships	<ul style="list-style-type: none"> • Principal • Assistant Principal, Curriculum • Assistant Principal, Head of Secondary • Head of Learning Support • Classroom Teachers Years 7–12 • Art and Creative Industries Faculty Staff • Heads of Faculty
Key External Relationships	<ul style="list-style-type: none"> • Students and Parents • Professional Associations
Primary Responsibilities	<ul style="list-style-type: none"> • Be at the forefront of pedagogical theory and practice in the Creative Arts and related disciplines. • Ensure a developmentally appropriate approach to the Art and Creative Industries.

	<ul style="list-style-type: none"> • Develop, organise, and promote interdisciplinary Creative Arts activities that foster authentic, problem-based and project-based learning. • Lead the development and implementation of targeted teaching models for Art and Creative Industries subjects in Years 7–12, including the use of data to inform practice. • Collaborate with classroom teachers to deliver a cohesive and sequential Art and Creative Industries program from Years 7–12. • Provide professional learning opportunities and support for teaching staff in Creative Arts and Technologies. • Monitor and review the delivery and relevance of the curriculum, ensuring alignment with national curriculum developments. • Innovatively implement curriculum via Learning Management Systems (such as Nexus). • Lead all assessments, examinations and reporting processes within the Art and Creative Industries faculty. • Support the integration of technology in the classroom to enhance creative learning outcomes (e.g. digital media, graphic design, music technology, animation, etc.). • Collaborate in classrooms to support both students and staff in Creative Arts. • Lead curriculum planning at short, medium and long-term levels across the Art and Creative Industries. • Encourage literacy through creative means and support staff with strategies that enhance teaching. • Build partnerships with universities, industry professionals and arts organisations to enhance opportunities for students. • Guide colleagues in selecting appropriate teaching methods and resources to support diverse learners. • Promote Art and Creative Industries at Alphington Grammar School and in the wider school community through events,
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	<p>exhibitions, performances, and newsletters.</p> <ul style="list-style-type: none"> • Attend and disseminate professional development relevant to the Creative Arts and Technologies. • Seek out and apply for funding and grants to support programs, resources, and professional learning. • Prepare and manage the Art and Creative Industries faculty budget and installations and displays, which must be renewed regularly. • Coordinate faculty resource lists, including textbooks and materials. • Carry out additional duties as required by the Senior Management Team.
Leadership and Management	<ul style="list-style-type: none"> • Oversee the Art and Creative Industries budget. • Ensure all faculty programs are documented, reviewed and updated annually. • Maintain current and accurate curriculum documentation. • Ensure staff adhere to reporting and assessment guidelines and procedures. • Identify and support appropriate professional development for the Art and Creative Industries team. • Conduct annual appraisals of Art and Creative Industries staff, offering constructive feedback. • Foster a culture of innovation, collaboration, and continuous improvement.
Skills, Knowledge and Attributes	<p>A dynamic and highly skilled teacher with a passion for creativity and the arts. Able to articulate the connection between creative disciplines and student development, the successful applicant will demonstrate how innovation, research and data have informed their teaching to achieve outstanding learning outcomes. They will be well-organised, emotionally intelligent, an excellent communicator and deeply committed to the creative growth of students in Years 7–12.</p> <p>A Master's degree in education or creative practice is desirable but not essential; creativity, leadership, and vision are more highly valued.</p>

	<p>Knowledge of current theories, methodologies, and innovations in Creative Arts and Industries.</p> <p>Experience in Art and Creative Industries curriculum design and implementation.</p> <p>Ability to use data to plan, evaluate, and improve curriculum and teaching practices.</p> <p>Proven capacity to lead teams collaboratively and build strong professional relationships.</p> <p>Ability to meet deadlines and manage multiple priorities effectively. Excellent interpersonal and communication skills.</p>
Qualifications	Appropriate tertiary qualifications and teaching experience in one or more Creative Arts or Technologies subjects (e.g., Visual Art, Design, Media, , Digital Technologies, etc.).
Teaching Load	This position carries a teaching load (to be negotiated).
Tenure	Leadership positions are for periods of 3 years at a time. Further periods of appointment will be considered.

Statement of Commitment to Child Safety

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.

Staff Acknowledgement

I _____ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____