



Stamford American
SCHOOL HONG KONG

HEAD OF DEPARTMENT **POSITION DESCRIPTION**

Position Title:	Head of Department
Employer:	Stamford American School
Location:	Hong Kong
Employment Status:	Internal
Reports to:	Divisional Principal/Head of School

Key Responsibilities:

The fundamental responsibility of a Stamford American School, Hong Kong Head of Department is to be familiar with, support, and model the beliefs expressed in the school's mission, objective and guiding statements and to provide leadership and facilitation of the arts programs including music, drama and visual art

Responsibilities include:

Collaboration and Planning:

- Providing a safe, inclusive and positive environment for collaboration to take place on the team
- Be a role model for their team by supporting and volunteering for after school and weekend events
- Promoting and keeping open lines of positive communication, among team members, other teachers and the administration of the school
- To develop an innovative and progressive Arts curriculum supported by a vibrant program of extracurricular and extension activities
- Promoting and supporting collaboration among members of immediate subject team as well as with other teaching staff
- Ensuring that the written curriculum is updated and documented in Atlas, with a focus on an inquiry-based framework and AERO standards
- Developing and publishing agendas and minutes for all planning meetings
- Attending and actively participating in Pedagogical Leadership Team (PLT) meetings as scheduled and assuming roles as asked/scheduled
- Delegating tasks as needed to other department members



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- Facilitating the Let's Talk process for team members\Be available to represent the arts at a variety of functions involving current and prospective parents and students.

Teaching and Assessment

- Supporting decisions made by administration that will lead to improved student learning
- Ensuring that the team understand and comply with the Stamford assessment policy and guidelines
- Ensuring that the team collects, reviews and analyzes data
- Ensuring that the grade level report cards are proofread and are consistent across the grade. This includes keeping a focus on grade distribution.

Daily Operations

- Liaise with arts staff to facilitate special events including musical shows, concerts, talent shows, exhibitions, assembly performances, showcases and off-site performances and art displays, including rehearsal, supervision and installation schedules.
- Liaise with the Communications team to promote arts events, including ticketing, advertisement and calendar planning.
- Communicate with the campus manager and JLL staff with clear expectations, timelines and needs for all arts related events.
- Liaise with the ICT manager for audiovisual equipment purchases, booking and support for all events.
- Facilitate and pre-approve purchase requests for department-specific resources

Arts Specific Responsibilities

- Oversee the Private Instrument Program including recruitment and safeguard tracking for instrumental teachers, communications with our community, forming and managing the lesson schedule, assigning lesson spaces, maintaining quality control, scheduling and organizing the PIP performances and working with vendors to offer discounts on instrument purchases and rentals (Tom Lee and Parsons Music).
- Booking arts field trips for all grade levels and subjects, including risk assessment, transportation arrangement, ticket purchasing, adhering to the



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budget, liaising with outside vendors, researching and communicating age appropriateness and curricular connections with teachers.

- Develop and maintain positive relationships with local businesses and vendors to extend and enhance the arts experiences for the students (HKAPA, HKPAC, Tom Lee Music, Parsons Music, HK Art Museum, HK Philharmonic, Jockey Club Keys to Music Education, Faust, Kidsfest!, Harmony Tree International, Tea House Theater, Hong Kong Art School, Premiere Performances, ISTA).
- Seek out and engage quality guest artists to establish artistic collaborations, partnerships and joint projects and to develop long-term relationships that extend into the local and global community.
- Provide a co-curricular plan, with scheduling suggestions, content descriptors and teacher input, to the CCA coordinator.
- Contribute to committees, as a teacher voice, that may require particular discretion (strategic planning, Voice of the Employee, Spirit of Stamford Scholarship Program).
- Professionally present and promote the arts programs and SAS ethos to the community.
- Collaborate with the administration for staff recruitment needs and interview processes.

Terms of the Position :

- 2 year commitment/or alignment with contract term
- Arrive back at school for Induction one day before other returning staff to help assist new teachers in their orientation
- Additional stipend