

## Job Description

Post Title:	Head of Drama (including Performing Arts)
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To raise standards of student attainment and achievement in Drama and to monitor and support student progress.</li> <li>• To be accountable for student progress and development within Drama across all key stages.</li> <li>• To be innovative in own teaching and to develop and enhance the teaching practice of others.</li> <li>• Take a lead in planning collaboratively with colleagues in order to promote effective practice.</li> <li>• To ensure the provision of an appropriately relevant and differentiated curriculum for students studying in Drama, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> <li>• To be accountable for leading, managing and developing Drama curriculum.</li> <li>• To effectively manage and deploy teaching/support staff, financial and physical resources within Drama to support the designated curriculum portfolio.</li> <li>• To line manage staff within Drama.</li> </ul>
<b>Reporting to:</b>	Head of Faculty
<b>Responsible for:</b>	Teaching staff and other relevant personnel within the department.
<b>Liaising with:</b>	Head of Faculty, Head/Deputies/SLT, Pastoral Leaders and relevant staff with cross-school responsibilities, relevant support staff, staff. across the Trust
<b>Working Time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	TLR 2b
<b>Disclosure level</b>	Enhanced
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work and teaching and learning strategies in Drama which reflect the school's commitment to high achievement through effective teaching and learning.</li> <li>• The day-to-day management, control and operation of course provision within Drama, including effective deployment of staff, budget and physical resources.</li> <li>• To monitor and follow up student progress.</li> <li>• To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Return to Work interviews etc.</li> <li>• To formulate aims, objectives and strategic plans for Drama which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.</li> <li>• To work alongside the Head of Faculty to lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students within Music, School Improvement Plan/Department Development Plan and the aims and objectives of the School.</li> <li>• To ensure that Health and Safety policies and practices including risk assessments throughout the Faculty are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To liaise with the Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</li> </ul>

<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To keep up to date with national developments in subject areas and teaching practice and methodology.</li> <li>• To monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To identify and explore links within and between subjects/curriculum areas.</li> </ul>
<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Ensure continuity and progression by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school improvement plan.</li> <li>• Evaluate the teaching in Drama by the monitoring of student outcomes and through work analysis, identify effective practice and areas for improvement and take appropriate action to improve further the quality of teaching.</li> <li>• Monitor achievement and progress across Drama to ensure that underachieving students are identified and appropriate intervention is implemented.</li> <li>• To be a role model in setting and establishing the standards expected in teaching and learning in line with the school improvement plan including the development of active learning styles.</li> </ul>
<b>Staffing</b> <b>Staff Development:</b> <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within Drama.</li> <li>• To ensure effective induction of new staff in line with School procedures.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• Demonstrate an ability to advise and support other teachers.</li> <li>• Provide clear feedback, good support and sound advice to others.</li> <li>• Help others to evaluate the impact of their teaching on raising students' achievement.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To establish the process of the setting of targets within Drama and to work towards their achievement.</li> <li>• To establish and quality assure common standards of practice within the Faculty including report data and assessment and develop the effectiveness of teaching and learning styles.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of Drama are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with stakeholders.</li> <li>• To represent the Drama's views and interests.</li> <li>• Ensure that SLT and Governors are well informed about policies, plans, priorities and targets and that these are properly incorporated into the department and school improvement plan.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and Newsletter.</li> <li>• To contribute to the development of effective subject links with partner schools and the community, attending where necessary events in partner schools and effectively promoting subjects at Open Days/Evenings and other events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>

<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor students' progress and performance in relation to targets set ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as a Form Tutor and to carry out the duties associated with that role.</li> <li>• To contribute to PSHEE, citizenship and enterprise according to school policy.</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> </ul>
<b>Other Specific Duties:</b>	
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other reasonable duty as specified by Headteacher not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date.....

Signature.....

