

## Job Description – Head of Department Drama

Responsible to	Head of Faculty
Pay scale	Main Pay Scale + TLR
Terms and Conditions	Full time

### **Purpose of job**

- Lead and inspire the department to provide the best possible education for girls
- Represent the department at whole school level; putting into action the school's vision and values
- Develop a cohesive and identifiable ethos for the department

### **Main duties and responsibilities**

- Make department curriculum decisions based on changes and developments nationally and what is best for our students
- Support and develop staff in the department to ensure their wellbeing and their professional training
- Be responsible for staff allocation and timetabling as well as recruitment and retention
- Organise and direct plays and other performances
- Run Drama clubs and trips
- Evaluate data and use it for monitoring and tracking student progress
- Act upon conclusions drawn from data across all groups of students, including intervention strategies where necessary
- Plan and run department meetings, attend and contribute to whole school Head of Department meetings and attend Head of Department/Head of Faculty meetings according to the school calendar. Subsequently to communicate with department staff the discussions at these meetings.
- Run appraisals according to the school procedure to enable staff to progress and develop
- Lead self- evaluation for the department through subject reviews and documentation
- Lead by example; support and adhere to school policies
- Foster a love for the subject and encourage student retention
- Communicate key decisions with and the Head of Faculty and support their vision for the Faculty
- Undertake the duties and responsibilities outlined for all teaching staff

## General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
4. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
6. To participate in the School's performance management process.
7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
8. To undertake training and development relevant to the post.

## Person Specification – Head of Department

<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Good honours degree (E)</li> <li>1. Qualified Teaching Status (E)</li> </ol>
<b>Experience, Knowledge and Skills</b>	<ol style="list-style-type: none"> <li>2. Proven record of excellent teaching, with the ability and desire to inspire students to be intellectually ambitious and to achieve at the highest levels (E)</li> <li>3. High standards of classroom management (E)</li> <li>4. Understanding of the needs of able young women (D)</li> <li>5. Ability to successfully teach Drama to A Level (E)</li> <li>6. Ability to teach English to KS3 (D)</li> <li>7. Experience of directing plays and other performances (E)</li> <li>8. Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E)</li> <li>9. Competent and effective user of ICT in teaching and learning and for administrative purposes (E)</li> <li>10. Awareness and understanding of child protection issues, safeguarding and SEN practices (E)</li> <li>11. Knowledge of current educational and curricular developments (D)</li> <li>12. Ability and willingness to organise and lead trips and clubs (E)</li> <li>13. Knowledge of Health and Safety considerations in Drama (E)</li> <li>14. Well-developed organisational skills including the ability to meet deadlines (E)</li> <li>15. Knowledge of how to track student progress and the ability to give constructive feedback to maximise students' progress (E)</li> </ol>

## Other Personal Qualities

16. The ability to work as part of a team and to think creatively (E)
17. Committed to professional development, with a healthy attitude to personal development and work-life balance (E)
18. Professional integrity and honesty (E)
19. Ability to demonstrate sound balanced judgement but also a willingness to ask for help (E)
20. A robust constitution and stamina including a good record of attendance and health (E)
21. Commitment to equal opportunities and the equal value of all members of the school community (E)
22. A sense of humour and a positive, 'can-do' approach, with an instinct for the fun, creative and clever (D)
23. A willingness to take appropriate risks in teaching and learning to foster a challenging and engaging learning environment (D)

D = Desirable

E = Essential