



Job Description: – CURRICULUM LEADER OF DRAMA TLR 2b

The Curriculum Leader is accountable to the Head through the nominated member of the Senior Leadership Team and has overall responsibility for the effective teaching, learning and development of the subject throughout the School. Additional requirements and responsibilities of the post are:

- To present oneself as a leading professional in his/her area of responsibility. To have well developed strategies to ensure that all learners (students and adults) are actively engaged in the learning process, inspiring others and driving a vision of continuous improvements.
- The ability and enthusiasm to develop effective working relationships with all colleagues. The ability to appreciate others' perspectives and to respond with flexibility to accommodate this.
- To plan ahead to anticipate developments and resource implications. To prioritise and delegate work (especially to colleagues on UPS3) to ensure that deadlines are met. To recognise and respect the diverse range of the contributions of individuals.
- To lead and be accountable for the Department and to ensure that all members are following work schemes and examination specifications. To devise and review in consultation with colleagues, schemes of work and decide on examination courses. To ensure best practice is effective across the department.
- To monitor the work of the department to ensure appropriate standards of teaching and learning, assessment and reporting. To provide a written record of two classroom observations per year for each member of the department. To support colleagues in dealing with any difficulties, advising and intervening where necessary.
- To be accountable for student progress and development within the subject area, using audit information to set clear goals for others and holding them accountable. To take corrective action when activities fail to deliver the expected results. To use performance data to identify where improvements can be made. To offer and evaluate a range of solutions based on sound analysis of the facts.
- To encourage others to assess their own capabilities objectively. To provide feedback, coaching or advice on professional development in consultation with the INSET co-ordinator.
- To advise on student groupings and the allocation of teaching staff and rooms in line with departmental and school policy. To ensure suitable work is available in situations of unexpected absence.
- To assist the SLT on making appointments by taking a full part in the interview process.
- To aid the Induction tutor with the monitoring and support of NQTs in the department in line with the requirements for the completion of QTS –see specific requirements from Induction Tutor.
- To ensure that all administrative work is carried out effectively. To allocate work to support staff as appropriate. To monitor the fair use and condition of all facilities and equipment within the department, ensuring inventories are up to date.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher of the school.
- To undertake any other duty as specified by STPCD not mentioned in the above.

The main aims of the Curriculum Leader are to maximise student progression and to create a purposeful and successful learning environment where the Department functions as a co-operative, happy and successful working team.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

