

# KILGRASTON

JUNIOR YEARS · SENIOR · SIXTH FORM

<b>Title:</b>	<b>Head of Drama</b>
<b>Reports To:</b>	<b>Deputy Head</b>
<b>Salary:</b>	<b>Mainscale plus Head of Department Allowance</b>

## **Background**

Kilgraston School is an independent boarding & day school for girls from 5-18, based in Bridge of Earn, Perthshire, Scotland. It has extensive grounds and facilities, including swimming pool, all weather tennis courts and an equestrian centre.

Kilgraston is a multi-faith school, with predominant focus on Roman Catholicism and a member of the Sacred Heart worldwide network. At the heart of the Kilgraston ethos is its focus on the concept of the whole person, through the five Sacred Heart goals: a living faith, personal growth, intellectual values, building community, and active social awareness. All staff appointed to Kilgraston are expected to be in sympathy with our ethos.

All teachers appointed to Kilgraston are expected to contribute fully to the co-curricular and pastoral life of the School. This may include evenings, Saturday and or Sunday duties. The richness of the school depends upon teachers who, for example, take pupils to concerts, trips to the theatre, volunteering in the community, further education visits amongst many other events. Clubs are run after school and fixtures take place in the main on a Saturday morning. The School expects its teachers to contribute whole-heartedly to school life by drawing upon their own interests and enthusiasms.

## **The Drama Department**

The department is staffed full time by the Head of Drama. There are currently two LAMDA instructors teaching over a two day period who also support the provision of extra-curricular activities, such as the musical theatre club.

Kilgraston School promotes Drama within the curriculum as well as producing shows in association with the Music Department for the Junior Years and the Senior Years. The Department is responsible for the teaching of Drama from the Junior Years through to National 5 and Higher Drama in the Senior School. The SQA examinations have a performance element of 60% for which extra rehearsals and theatre trips form part of this commitment.

Some of the girls take weekly lessons for LAMDA and follow the syllabus through to Bronze, Silver and Gold medals for which they attain UCAS points. It is the responsibility of the Head of Drama to manage and monitor this extra-curricular activity. The standards of

achievement are high with an increased number of pupils successfully gaining distinction for their examinations.

The major productions take place in the summer term and the Drama Department is actively involved in rehearsals and managing all the aspects associated with performance. In addition there is a weekly after school Drama Club which is a popular choice where pupils can explore Drama informally working on improvisations and scripts.

### **Main Responsibilities**

- To manage, develop and to take direct responsibility for the provision of curricular Drama across the school, fostering excellence in all that the department does.
- To lead the provision and administration of a varied programme of extra-curricular Drama, including running a Drama Club.
- To ensure informative and regular contact with the parents of girls who study Drama at National and Higher level in addition to the running of extra-curricular activities, including LAMDA classes.
- To co-ordinate the running of the school productions and other Drama activities throughout the year, and liaise with other teaching and support staff to ensure those activities run smoothly
- To ensure there is excellent communication with parents, girls and staff throughout the year groups from Junior Years to Seniors.

### **Teaching and Learning**

- Arrange and attend SQA Drama training events and Technical Theatre/Design workshop(s) at Dundee Rep for Nat5 and Higher Drama.
- Monitor teaching and learning activities to ensure they meet the needs of pupils giving a wide choice to ensure maximum participation throughout the whole school.
- Identify and teach study skills that will develop a pupil's ability to work independently through encouragement and stretching targets.
- Accept responsibility as a Tutor.

### **Improvement Plan and Procedures**

In consultation with the Deputy Head and other members of the Senior Leadership Team draw up and revise regularly the following:

- A department scheme of work.
- A clear assessment protocol for the identification of pupils with additional support needs, for setting and for the identification of gifted and talented
- An improvement plan for the Drama department

## **Recording and Assessment**

- Develop understanding of learning needs and the importance of raising achievement for all pupils on an individual basis.
- Manage our tracking system to ensure accurate and appropriate feedback is given to the pupils and parents.
- Collect and interpret assessment data and ensure each individual pupil has clear guidance.
- Maintain and enhance systems for identifying, assessing and reviewing Drama teaching.
- Update the Deputy Head on the effectiveness of the provision of Drama for all girls.
- Work with the Deputy Head and Learning Support staff to monitor, support and provide data for alternative assessment arrangements.
- Keep parents and carers informed about their child's progress through regular reports, Parents' meetings and appropriate communication.

## **Leadership**

- Participate in training opportunities for Drama via CPD.
- To develop the use of ICT within the department, consistent with the school's ICT strategy
- Monitor the quality of teaching and learning and disseminate good practice in the teaching of Drama across the Junior and Senior School.
- Develop links with other professionals, agencies, governors and neighbouring schools.
- In line with school policy on performance management attend performance review meetings; undertake appropriate and agreed continuing professional development and act as team leader for the performance management of Drama extra-curricular teaching staff.

## **Budgets and Resources**

- Identify resources required to meet the needs of all Drama pupils and submit this in good time to the Bursar (when requested) and manage the confirmed budget throughout the year.
- To have the day-to-day responsibility for all Drama resources in the school and ensure they are well maintained and fit for purpose.

### **Public Relations and Liaison with Parents**

- To be the first point of contact for parental queries and enquiries about Drama matters in the school.
- To assist Marketing in the promotion of the school.

### **Committees and Meetings**

- Meet with the Deputy Head termly to consider the Drama curriculum and progress.