



## DIRECTOR OF LEARNING DRAMA

### PAY SCALE ILPS TLR 2B

#### Required for September 2019 (earlier by negotiation)

Thank you for your enquiry about the post of Director of Learning Drama at **Dunraven School**. The school's aim is "Excellence for All" and the governors wish to appoint a candidate of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic co-educational school and keen to share in the leadership of our All Through Provision.

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#### DUNRAVEN SCHOOL OVERVIEW

Dunraven School's results are strong, remaining well above national averages and representing positive 'value-added'. Recognition of its marked progress has been significant and its journey as a school is important to us. For example:

- In February 2011 we were designated as both a National Support School and a Leading Edge School.
- In August 2011, we converted to Academy status.
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013.
- In summer 2013 our £20 million BSF programme was completed.
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.
- In September 2018, our Multi Academy Trust was formally set up with the integration of Van Gogh Primary, followed by Goldfinch Primary school in January 2019

If you are successful in your application, you will share in the leadership and management of a staff who are hard working, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers (SSAT, Teaching Leaders, Future Leaders, NPQs);
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners (National Support School, National Teaching School);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields

Further details about the post and how to apply can be found here <https://dunraven.careers.eteach.com/>. We look forward to receiving your application

**The closing date for receipt of applications is Friday 15 March**  
**Interviews are planned for week beginning Monday 18 March**

Shortlisted applicants will be given a tour of the school site on the day. Pre-visits can be arranged by appointment only, please contact Priscilla Asante by telephone 0208 696 5600 or by email [asante.p@dunraven.org.uk](mailto:asante.p@dunraven.org.uk), if you wish to do so. These do not form part of the selection process.

***Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.***



## DIRECTOR OF LEARNING DRAMA- SECONDARY PHASE

### THE DRAMA DEPARTMENT

This is an exciting post offering considerable opportunity for contribution and development. The governors are seeking to appoint an experienced, well-organised and well-qualified candidate with curriculum insight, ability and enthusiasm. We are looking for an effective classroom practitioner who can teach all key stages including GCSE and A-Level. An interest in drama activities and providing opportunities for students outside of lesson time would be encouraged. Drama is well regarded and supported by the school and is part of a very strong arts offer at Dunraven.

Drama is taught to students once a week in KS3 and students develop a wide range of performance skills and knowledge of theatre that feeds well into their KS4 course. Students devise, read and perform from scripts, learn about the roles in theatre and develop technical theatre skills. In Years 10 and 11, the Edexcel GCSE syllabus is taught as an option and we currently have two classes in each year group. Students study *The Crucible* as their exam text and usually perform from a contemporary text for Component 2. We also have a strong uptake at A-Level with a Year 12 and Year 13 classes following the Edexcel syllabus currently studying *Equus* and *Woyzeck* as their exam texts. Recent Component 2 texts include *Ghost from a Perfect Place* and *The Believers*.

The facilities for teaching Drama are excellent with two purpose built black box studios with full lighting and sound facilities. They two studios can be turned into one larger black box theatre for studio performances or we have a fully equipped proscenium arch theatre space for bigger productions.

Extra-curricular opportunities are at the heart of what Dunraven Drama does and in addition to our fantastic exam performance work, we also have a good reputation for the quality of our whole school musicals and our annual KS3 Shakespeare performance. In recent years we have performed *Les Miserables*, *Guys and Dolls*, *Twelfth Night* and we are currently working on a productions of *Animal Farm* and *Much Ado about Nothing*. We take full advantage of the opportunities provided by living in London. We regularly provide opportunities for our students to attend performances and participate in workshops at a range of theatres.

Dunraven is keen to support all aspects of staff development, personal and professional, and has a strong staff development policy. It has had Investors in People status for many years.

Shortlisted Candidates will be expected to teach a sample lesson.



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**JOB SPECIFICATION**

**GENERAL**

- To lead and inspire a team of specialist staff in the delivery of Drama teaching throughout the school
- To have a clear vision of the role of Drama within the curriculum and across the key stages
- To promote and be accountable for Drama and its outcomes throughout the school with students, staff, governors, parents and the community.

**TEACHING AND LEARNING**

- To be a very effective practitioner with ability to support outstanding progress for students
- To promote great practice in the classroom, focusing on the further development of effective teaching strategies for listening, speaking, reading and writing about Drama
- To lead departmental meetings and organise professional development
- To monitor and support staff performance, through lesson observation and Appraisal reviews
- To be responsible for the maintenance of specialist teaching rooms, ordering and organisation of resources
- To develop cross-curricular links and partnerships as appropriate
- To develop the system of internal assessment including strategies for developing student self-assessment

**CURRICULUM**

- To oversee the organisation and development of stimulating schemes of work
- To promote the development of ICT within the department
- To organise resources, promote high quality displays and extend the programme of educational visits and exchanges undertaken by the department
- To support the development of Drama in the primary phase

**STUDENT SUPPORT**

- To support additional activities that encourage student interest, motivation and success
- To ensure that the standard of work and discipline enables all students to work to the best of their ability and make outstanding progress
- To provide classroom support to staff to ensure that students needs are met
- To meet the needs of all students including extending more able students and supporting the least able effectively
- To implement whole school policies/strategies within the areas of literacy and numeracy and Equality of Opportunity



## SELECTION CRITERIA

Candidates will be expected to have the following skills and knowledge:

- A thorough knowledge of their subject area, particularly in relation to the new requirements at KS3 and 4 as well as 16-19 developments, and an interest in developing Drama through the primary phase
- An enthusiasm for and willingness to lead on and contribute to the range of school Drama productions and societies
- Skills and strategies for the leadership, supervision and support of staff and students
- Knowledge and understanding of departmental leadership, management, administration and planning
- The appropriate academic and management skills required to be an efficient and effective teacher
- The ability to plan, organise, assess, monitor and evaluate effectively, and to maintain a stimulating learning environment. Knowledge of assessment including at Advanced Level
- Effective interpersonal, written and oral communication skills
- Skills in the use of ICT, particularly in relation to Drama Programmes
- Skills required to be an effective form tutor
- The ability to devise strategies for implementing policies leading to equality of opportunity
- An understanding of and commitment to whole-school issues in a co-educational school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school

S/he will be required to carry out the duties of a school teacher according to the *School Teachers' Pay and Conditions Document*, and in the light of the school's changing needs. Job descriptions are reviewed regularly and may be subject to modification or amendment after consultation.



### **EQUAL OPPORTUNITIES**

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **SAFEGUARDING**

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

### **HEALTH AND SAFETY**

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school. Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### **DATA PROTECTION**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

Please note: Dunraven is a non-smoking environment.



**PURPOSE:**

- To consolidate and raise standards of student attainment and achievement within the whole curriculum area including whole school literacy and to monitor and support student progress
- To be accountable for student progress and development within the subject area
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Principal of the school
- To be accountable for leading, managing and developing the subject/curriculum area in line with National Support School status
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio

**REPORTING TO:**

Head of Secondary (through line management)

**RESPONSIBLE FOR:**

Teaching staff and other relevant personnel within the department including subject technicians.

**LIAISING WITH:**

Principal/Head of School, other Directors of Learning (subject and year), Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.

**WORKING TIME:**

195 days per year. Full time

**SALARY/GRADE:**

ILPS TLR 2B

**DISCLOSURE LEVEL:**

Enhanced



## MAIN (CORE) DUTIES

### OPERATIONAL/ STRATEGIC PLANNING

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources
- To actively monitor, and follow up and intervene to ensure effective student progress
- To lead the strategy for whole school Drama education
- To implement School Policies and Procedures, e.g. Equal Opportunities, Discipline, Health and Safety
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School
- 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 students within the subject area, School Excellence Plan and the aims and objectives of the School
- To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- To support the development of ICT across the curriculum
- To advise on school development of ICT
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager

### CURRICULUM PROVISION:

- To liaise with the Senior Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Excellence Plan
- To be accountable for the effective development and delivery of the subjects

### CURRICULUM DEVELOPMENT:

- To lead curriculum development for the whole department
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Senior Line Manager to maintain accreditation with the relevant examination and validating bodies
- To be responsible for the development of Key Skills in Drama
- To ensure that the development of Drama is in line with national developments

### STAFFING (STAFF DEVELOPMENT, RECRUITMENT/DEPLOYMENT OF STAFF):

- To work with the Senior Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of the Department's team members and support staff
- To undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures



- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate actively in the school's ITT programme
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model

#### **QUALITY ASSURANCE:**

- To ensure the effective operation of quality control systems
- To establish the process of the setting of targets within the department and to work towards their achievement
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the School procedures for lesson observation
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria
- To seek/implement modification and improvement where required
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Excellence Plan

#### **MANAGEMENT INFORMATION:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- To make use of analysis and evaluate performance data provided
- 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
- To produce reports within the quality assurance cycle for the department
- To produce reports on examination performance, including the use of value-added data
- In conjunction with the relevant Senior Line Manager, to manage the Department's collection of data
- To provide the Governing Body with relevant information relating to the Departmental performance and development

#### **COMMUNICATIONS:**

- To ensure that all members of the department are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- To represent the Department's views and interests fairly

#### **MARKETING AND LIAISON:**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- To actively promote the development of effective subject links with external agencies

#### **MANAGEMENT OF RESOURCES:**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Senior Line Manager in order to ensure that the Department's teaching commitments



are effectively and efficiently time-tabled and roomed.

**PASTORAL SYSTEM:**

- To monitor and support the overall progress and development of students within the department
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHCE, citizenship and enterprise according to school policy
- To ensure the Student Conduct system is implemented in the department so that effective learning can take place

**TEACHING:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

**ADDITIONAL DUTIES:**

- 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

**OTHER SPECIFIC DUTIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate
- To engage actively in the performance review process
- To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees 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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

February 2019