

The Head of Drama is responsible to the Deputy Head Academic

Responsibilities include:

- Ensuring the smooth running of the department
- Line-management and support for all (especially new) members of the department
- Line-manage and direct the work of Wardrobe Personnel
- Co-ordinate the staffing of teaching in all year groups: to provide this information to the Deputy Head (Academic) to aid with timetabling
- Monitoring work set by absent colleagues
- The maintenance of a current specification for their subject, including relevant sections of the National Curriculum
- Creating and maintaining up-to-date departmental handbook including schemes of work
- Identifying and liaising with Deputy Head (Academic) over departmental INSET needs
- Notifying the Bursar of maintenance needs within the departmental teaching areas, advising on classroom furniture, furnishing, appearance and display
- Liaising with SEN and EAL departments
- Assume responsibility for departmental safety, where applicable
- Support and provide resources for the library as required
- Encouraging cross-curricular teaching and learning, as appropriate
- Support the PDR process, as required
- To oversee additional drama related activities such as LAMDA
- Work with relevant colleagues to oversee the smooth running of the Griffin Centre

Teaching and Learning

- Keeping up to date with curriculum development and specification changes in their subject
- Co-ordinate the generation of Schemes of Work to ensure a uniform approach
- Maintaining the quality of teaching and learning in their department and ensuring that high standards of teaching are maintained (including the setting and marking of work and classroom discipline)
- To discuss the current and future provision of Drama in the Senior School Curriculum
- Ordering resources and equipment in keeping with the Accounts and Procurement Procedure

Marking and Assessment

- Co-ordinate the approach to marking, assessment, target setting and feedback to students in order to promote consistency
- To monitor the marking to ensure that it is in accordance with the School's Feedback Policy: to provide the Deputy Head (Academic) feedback on this as required

Exams

- Work with the Exam Time-tabler on structure of assessment in Drama
- Being responsible for making and checking public examination entries at GCSE and A Level
- Ensuring that GCSE and A Level regulations are observed

Head of Drama

Job Description

- Oversee the generation of internal school exam papers to ensure a standardised approach to such assessment
- Heads of Department are asked to ensure departmental representation at GCSE and A Level results days

Co-curricular

- Co-ordinate one Senior School (Year 11-13) theatrical production per year (liaising as appropriate with Director of Music)
- Oversee production of a Lower School (Year 7-10) play per year
- To work with students in production of student derived performances as appropriate
- To develop annual drama enrichment outside of timetable
- To co-ordinate a Theatre Club with the aim of encouraging pupils to attend live theatre productions

Marketing

- To work with the Marketing Department to provide publicity materials
- To work with the Head of Careers and Head of Sixth Form to promote the study of Drama to aid employability or access to Higher Education

Junior School Liaison

- To act as the liaison with Drama staff in the Junior School: to promote Drama through arranging joint activities or taster sessions, and to ensure co-ordination of syllabuses as appropriate
- To liaise with Junior School Head of Drama to ensure smooth arrangements for Junior School play

Meetings

- Attend meetings of the Heads of Department to discuss academic policy and curriculum development
 - Attending (or hosting) annual Monmouth Group meetings for Heads of Department
 - Attend staff meetings and academic review meetings
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Additional Responsibilities

Please see the Information of Applicants for further details of additional responsibilities for all teaching staff at Rendcomb College

Head of Drama Job Description

| Head of Drama | | | |
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| | Essential | Desirable | Method of Assessment |
| Qualifications | <ul style="list-style-type: none"> Degree and relevant qualifications | <ul style="list-style-type: none"> Teaching qualification | Review of applicant's certificates |
| Skills | <ul style="list-style-type: none"> Ability to teach A Level Strong planning and organisation skills Highly effective teacher Desire to improve personal and departmental standards Ability to show innovative teaching strategies to engage students Effective communication skills with a proven ability to build a positive and collaborative rapport with pupils, parents and staff alike Excellent presentation skills. IT and administrative skills | <ul style="list-style-type: none"> Understanding of using data to assist with individual target setting | Contents of the Application Form Interview Observed lesson Professional references |
| Knowledge | <ul style="list-style-type: none"> High standard of subject knowledge and a genuine enthusiasm for the subject Effective communication skills with a proven ability to build a positive and collaborative rapport with pupils, parents and staff alike IT and administrative skills | <ul style="list-style-type: none"> Broad understanding of educational issues, and teaching and learning strategies | Contents of the Application Form Interview Observed lesson Professional references |
| Personal competencies and qualities | <ul style="list-style-type: none"> Motivation to work with young people in the classroom Willingness to play an active role in the general life of a boarding school Excellent presentation skills An appreciation of the aims and ethos of Rendcomb College Ability to make and implement decisions despite challenge | <ul style="list-style-type: none"> Ability to maintain a consistent and fair approach to classroom discipline Ability to form and maintain appropriate relationships with young people | Contents of the Application Form Interview Observed lesson Professional references |
| Experience | <ul style="list-style-type: none"> Experience of delivering high quality teaching and learning Record of ensuring high levels of pupil achievement and/or improved value added Excellent practitioner and advocate of modern teaching and learning methods including the use of ICT and mobile technology | <ul style="list-style-type: none"> Experience of an Independent School Experience of delivering high quality teaching and learning. Record of ensuring high levels of pupil achievement and/or improved value added. | Contents of the Application Form Interview Observed lesson Professional references |

Head of Drama Job Description

Please note that all applicants who are short-listed for the post will be expected to conduct a 30 minute observed lesson as part of the assessment process.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's Professional Development and Review (PDR).

To apply, please email your **CV**, together with a **covering letter**, and completed **application form**, including details of two referees and your current remuneration to Hannah Boydell, PA to the Head of College, HMPA@rendcombcollege.org.uk

Disclosure

Rendcomb College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Rendcomb College is an equal opportunities employer