



## Job Description

### Director of Drama with English

**Reporting to:** The Deputy Head (Director of Teaching and Learning when returns from Maternity)

#### Core Purpose

Leadership and development of the Drama Department

*As a leader within the Holme Grange community the Director of Drama is committed to the Mission and Aims of Holme Grange School and the values and beliefs of an education in the Holme Grange Tradition.*

The Director of Drama directly influences the quality of learning and teaching throughout the school and the level of extra-curricular opportunity. The position is one that requires leadership in relation to curriculum initiatives, the learning and teaching process and co-ordination of a range of classes and activities in the overseeing of Years 7-11 drama curriculum. The Director of Drama will facilitate student learning and performance with the department in order to enable all students to achieve to their fullest potential.

#### Accountable for

Heads of Department will be **accountable for:**

- The standards (this includes the attainment outcomes, and progress outcomes) reached by all students throughout each Key Stage.
- The standard/quality of teaching and learning throughout the department.
- The effective and appropriate use of resources.
- The quality and effectiveness of performance opportunities

#### Main Duties

*(This list should be seen as illustrative rather than prescriptive).*

##### Relational

- To ensure that colleagues have access to the material resources they need to teach (e.g. department handbook, schemes of work, department file share)
- To foster a collaborative, effective, collegial and supportive team (including non-teaching staff where applicable)
- To oversee best practice in teaching to ensure high quality teaching and learning. To correct poor or dangerous practice
- To ensure the induction and support of new staff, including lesson observation and academic guidance in collaboration with the Director of Teaching and Learning and Deputy Head
- To hold regular department meetings with others with responsibility for/ teaching subject, with an agenda which meets the needs of the department. To record and share minutes/action points
- To ensure high standards of pupil-teacher relationships and of pupil behaviour/attitudes to learning. To liaise with tutors/Head of School/ ALC/ Deputy Head and Director of Teaching and Learning where appropriate

##### Academic

- To co-ordinate and communicate the academic goals for the department and review where appropriate.
- To lead the formulation of an annual department development plan and to communicate and oversee the

- plan and its associated responsibilities
- To be responsible for the implementation of department and relevant whole-school policies
- To co-ordinate the selection and development of appropriate KS3 and KS4 courses and syllabuses and related resources
- Setting appropriate, but challenging, targets for the department as a whole and individual targets for those who learn and work within it
- To keep up to date with curriculum change and reform. To lead department planning in the light of change and reform
- To ensure the appropriate setting of pupils within the department
- Ensuring that effective tracking of students' progress is in place throughout all Key Stages; through accurate identification, any underperformance is supported by intervention programmes **whose impact are closely monitored.**
- Ensure that at each examination Key Stage appropriate revision resources and sessions are in place to fully support each student in achieving their best possible outcome
- Ensuring that regular and appropriate homework contributes to learning
- Ensuring that live and engaging Schemes of Work are in place for all Key Stages which can be accessed by all students, thereby enabling each one to fulfil his/her potential
- In conjunction with the Head of ALC, to make sure that SEND requirements are met
- To co-ordinate the department timetable, allocation of teaching sets and classrooms
- To liaise with the Exams Officer and Head of Eaton Grange on all aspects of public exam entry
- To be responsible for the submission and moderation of coursework where appropriate
- To co-ordinate the setting and assessment of internal school exams
- To monitor performance in internal and public examinations and coursework and to identify and address any teaching and learning matters arising
- To ensure the prompt, consistent and effective assessment of pupil learning by department staff
- To attend HoD meetings and to disseminate relevant information
- To co-ordinate the department's recommendations for the awarding of prizes
- To oversee the provision of relevant and up to date advice and support for pupils on education courses beyond Holme Grange related to the subject area
- Coordinate non-classroom supplementary learning experiences for student groups, including field trips and outdoor education classes, in support of drama and theatre arts education.

### Infrastructure

- To prepare and manage an annual department budget
- To plan for, provide and maintain the physical resources necessary for learning and the delivery of chosen syllabuses and courses (including for example, books, past papers, file shares, department websites, furniture, equipment). Where necessary, this will be in conjunction with other departments.

### Heads of Department will be **expected to**:

- Contribute to the collective ethos of the School by requiring high professional standards from colleagues and appropriate behaviour from students.
- Contribute to the development of the school as a whole.
- To ensure that the department is an environment physically conducive to learning (e.g. tidiness, use of wall space)
- Help maintain a calm and purposeful atmosphere around the school, in and out of classrooms, especially within his/her subject area(s).
- Attend all relevant meetings appropriate to their role, as specified by the school.
- Carry out, following consultation, any other reasonable task determined by the Headteacher.
- Ensure that the department is represented on all relevant school working groups, e.g. the Teaching and Learning Council when appropriate.

All teachers are expected to contribute fully to the extra-curricular and pastoral life at Holme Grange. As tutors, teachers are allocated to a form and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents and being involved generally in the School community.

Holme Grange expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon

their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise society meetings and take pupils on trips to concerts/theatre locally and further afield.