

Addey and Stanhope School
Job Description for Head of Drama (Maternity Cover)

Main purpose of post

- To provide professional leadership and management for Drama to secure high-quality learning and teaching, effective use of resources, and the highest expectations for all students.
- To enthuse all students about Drama.
- To model and disseminate outstanding practice.

Job description

Planning and setting expectations

- To model and set expectations for staff and students in relation to standards of student achievement and the quality of teaching.
- To work with all colleagues to ensure inclusive learning and teaching.
- To plan, implement and deliver short, medium, and long term plans in line with subject and whole school priorities.

Teaching and managing student learning

- To ensure curriculum coverage, continuity and progression for all students
- To ensure teachers are clear about the teaching objectives of lessons, understand the sequence of teaching and learning in the subject and communicate such information to students.
- To ensure guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different student needs.
- To develop students' independent study skills.

Assessment and evaluation

- To analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies and teaching methods.
- To establish and implement clear policies and practices for assessing, recording and reporting student achievement within the context of school's policy. To use this information to recognise achievement and assist students in setting targets for further improvement.
- To monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, using the analysis to secure further improvement in the subject.
- To evaluate the teaching of the subject in the school, through lesson observation and work sampling, student voice, parental feedback and other means. To use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching.

Student Achievement

- To establish clear targets for student achievement and evaluate progress and achievement by all students.
- To use data to identify students who are underachieving and create plans of action to support those students.

Relations with parents and wider community

- To establish a partnership with parents and carers to involve them in their child's learning of the subject as well as providing information about curriculum, attainment, progress and targets. To attend meetings with parents where appropriate.

Managing own performance and development

- To take responsibility for own professional development.

Managing and developing staff and other adults

- To establish clear expectations and constructive working relationships amongst staff, through team work; mutual support; devolving responsibilities and tasks; evaluating practice and developing accountability.
- To appraise staff as required in line with school policy on Performance Management.

- To lead professional development through example and support and co-ordinate the provision of high-quality CPD.
- To ensure that trainee and newly qualified teachers are appropriately trained, monitored supported and assessed.

Managing resources

- To establish staff and resources needs and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans and achieve value for money.
- To use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- To ensure that there is a safe working and learning environment in which risks are properly assessed.

Strategic Leadership

- To develop and implement policies and practices for the subject which reflect the school's commitment to high achievement, effective teaching and learning.

Person specification

1. Degree in subject or substantial part of degree comprising of the subject
2. Qualified Teacher Status
3. Secure knowledge and understanding of the specialist subject including knowledge specified in the relevant National Curriculum
4. Understanding of progression in specialist subject
5. Understanding of the relationship of the subject to the curriculum as a whole
6. High expectations of all students and a commitment to ensure all students' needs are met
7. Understanding of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching learning and achievement for all students
8. Excellent classroom practice
9. A clear understanding of equal opportunities and its practice in a school

Detailed responsibilities:

- To create an ambitious vision for drama across the school and deliver on this vision through effective action planning.
- To develop the curriculum together with appropriate differentiated schemes of work at KS3 and KS4.
- To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To ensure the effective implementation of school policies.
- To ensure a high-quality experience for all students in drama.
- To promote and lead on the delivery of all extra-curricular drama activities.
- To ensure that drama is high profile across the school and broader community.
- To demonstrate and inspire an enthusiastic and committed approach to teaching within the drama department.
- To demonstrate high levels of professionalism in the accurate completion of the administrative needs of the department meeting all deadlines.
- Provide compelling learning opportunities for all students.
- Ensure that there is an effective assessment, recording and reporting system of student progress.
- In conjunction with all staff, organise activities/processes that encourage team development (including parents and commercial partners).
- Ensure that policies and processes are in place for assessing students.
- Ensure high quality teaching across KS3 and KS4 drama lessons.
- To lead on whole school productions.
- To be responsible for fostering an ethos of aspiration and ambition within the department.