



**A Specialist Science College**

<b>TLR Post Title:</b>	<b>Head of Drama (maternity cover)</b>
<b>TLR Level:</b> 2B	
<b>TLR Value:</b> £4842	

In addition to those professional responsibilities which are common to all teachers in the school, the post holders overriding responsibility will be to focus on raising the standards of learning and teaching attainment keeping in view the school's learning and teaching policy, and managing staff and students in accordance with our ethos.

**The post holder's key objectives will be to exercise his/her professional skills and judgement to:**

- Lead, manage and develop the curriculum including the transition to new curriculum at GCSE and the embedding of the A Level curriculum.
- Track the progress of all students studying Drama and ensure that quality first teaching and appropriate intervention maximizes student outcomes.
- Routinely and rigorously monitor teaching and learning through lesson observations, learning walks and feedback, work sampling, student tracking and target setting. Putting in place strategies for any underperformance within the department, whether teaching or learning. Ensure that good discipline is maintained in lessons, promoting positive behaviour management techniques.
- Ensure that all students are well catered for especially those vulnerable to underperformance.
- Lead, develop and enhance the practice of department colleagues, creating a culture of learning at all levels.
- Conduct performance management reviews and facilitate the induction of NQTs, Teach First, PGCE trainees and new staff. Ensure all members of the department receive appropriate training and development, including a programme of peer observations.
- Ensure that within the department marking is regular, is of the highest quality, is diagnostic and clearly shows students how to improve. Facilitate the use of AfL strategies and monitor its impact on student progress.
- Ensure that records of assessment are kept and that student data is analysed carefully in order to inform individual and department target setting.

- Ensure that reports to parents about progress are of a good standard and that guidelines are adhered to and deadlines met.
- Involve department colleagues in regular discussion on pedagogy, the latest thinking and current education legislation. With department colleagues draw up the department action plan in line with school objectives and ensure that targets are completed on time.
- Involve the department in the regular evaluation of the department action plan ensuring that it is robust and rigorous.
- Ensure that there are displays of student work which are of a high standard and that the teaching areas provide a stimulating learning environment and that health and safety regulations are met and risk assessments conducted.
- Make cost effective use of resources within the budget set.
- Ensure that support staff are used to maximum advantage during lessons.
- Have general oversight of visits organised by the department, completing the required forms and being mindful of health and safety.
- Ensure that work has been set by absent department colleagues and that cover teachers have the necessary equipment.
- Market and promote Drama with particular reference to Sixth Form.
- Evaluate and report on progress to the school's Governors, including analysis of examinations, setting targets for the new academic year and hosting an annual link Governor visit.
- Develop students as leaders' such as by promoting the peer teaching ethos.
- Conduct appraisal of and line management of teachers of Drama.
- Ensure strategies are in place to maximise achievement in every year group.
- Anything else commensurate with the post of Head of Department which is deemed necessary by the Headteacher.

### **Specific Responsibilities**

- Organise public examination performances for Key Stage 4 and 5.
- Monitor the completion of coursework under controlled assessment conditions.
- Organise moderation of practical and written coursework marking.
- Ensure that the Drama Department produces a whole school production annually and oversee this.
- Support school events where necessary e.g. Arts Evening.
- Responsibility for looking after and maintaining all the audio and lighting equipment.
- Ensure articles on enrichment activities are written regularly for the newsletter.
- Maintain existing and establish new partnerships with outside agencies e.g. National Theatre, The Globe, Young Vic, Old Vic, The Unicorn.
- Promote and make accessible to students opportunities that arise via local organisations e.g. holiday workshops, youth theatre, free tickets and membership schemes.

Line managed by: A member of SLT

Line manager of: Teacher of Drama