

Head of Drama

Responsible to: Deputy Head (Raising Standards)

Performance Management: all other members of the dept.

Key Responsibilities:

- To ensure high quality Teaching and Learning within the department.
- To lead and manage the department.
- To give strategic direction and development of Drama within the school.
- To manage the performance of other members of the dept.
- To be accountable for the progress of all pupils within the dept.
- To ensure that staff and resources are used efficiently and effectively.

Key Tasks:

1. To secure effective teaching of Drama within the department and that pupil learning is maximised through:
 - ensuring that schemes of work, that meet the requirements of the new GCSE with continuity and progression for all pupils, are produced.
 - identifying within the schemes of work appropriate teaching and learning ideas and resources.
 - establishing exam, test and assessment procedures to enable students and teachers to assess their learning against external levels.
 - ensuring that procedures are followed for the exam entries and that moderation processes have taken place for all teachers' assessment
 - overseeing the target setting and progress of individual students using Progress Report data and procedures.
 - supporting and monitoring the progress of underachieving students.
 - supporting staff in helping to secure high standards of pupil behaviour within the department.
 - monitoring, evaluating and reviewing the quality of teaching and learning taking place within the department as part of the ongoing whole school self-review procedure
 - monitoring the progress of all pupils within the dept and being accountable for their progress

2. To lead and manage the department by:
 - establishing a department team based on professional working relationships.
 - holding department meetings, in line with the school calendar, to inform, support and develop the quality of Teaching and Learning within the department.
 - clearly communicating to the department, senior managers and governors subject schemes of work, policies, plans and priorities.
 - carrying out objective setting and performance management for members of the department.
 - establishing training needs and identifying appropriate activities for the development of staff.
 - represent the department at meetings of the Curriculum Team.
 - providing training for colleagues as necessary.
 - ensuring that all new staff have mentoring and support.
3. To provide the strategic direction and development of Drama by:
 - identifying a vision for Drama within the Weaverham High School context
 - producing an annual improvement plan.
 - monitoring, evaluating and reviewing the progress towards meeting these targets
 - carrying out dept self review processes
4. To ensure that staff and resources within the Drama department are used both efficiently and effectively by:
 - preparing an annual budget.
 - managing the budget, planning, prioritising and monitoring the expenditure to ensure value for money.
 - organising the deployment of the department staff.
 - developing and organising existing learning resources.
 - ensuring that there is a safe working and learning environment in which risks are properly assessed and Health & Safety instructions fulfilled.

Specific Additional Responsibilities:

Support the school enrichment offer for KS3 and KS4 pupils

Carry out year-wide assessment of incoming pupils to identify pupils needing additional support.