



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

JOB TITLE	Head of Department (Drama)
FACULTY	Arts
GRADE	Band A - Band C plus Management Allowance (MA) 2
RESPONSIBLE TO	Deputy Head Line Manager / Head of Faculty
JOB PURPOSE	To take overall responsibility for the leadership, management and coordination of all work within the Department

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with***

### KEY TASKS:

- To liaise with senior staff, other heads of faculty/department and year heads to ensure that school policies are implemented.
- To lead and involve all departmental staff in the development planning for the department.
- To lead on the annual school production.
- To represent the department through the school's consultative structure and to consult with the Head on matters concerning the department.
- To manage all aspects of the curriculum within the department to maximise student progress.
- To have overall responsibility for the Assessment, Recording and Reporting within the department.
- To manage effectively and efficiently all resources within the department.
- To manage the development of staff in accordance with whole school, department and individual needs.
- To represent the department as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- If the department is within a faculty, to liaise with and support the faculty head.
- To promote a purposeful, disciplined and thriving learning environment within the department which aims to raise student expectations and self-esteem.