

**Parkgate House School**

**Head of Drama Job Description**

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| **Title of Post** | Head of Drama |
| **Position reports into** | This position reports into the Principal and Headmaster via the Deputy Head (direct line manager) |
| **Staff reporting in to this position** | N/A |
| **Applicable Contract Terms and Duties** | This job description is to be performed in accordance with the Service Contract. |
| **Terms / Hours of Work (in brief)** | Autumn, Spring and Summer Terms  Plus termly inset days  Plus an additional week at the end of each of the three terms (SLT Administration / Activity weeks)  Plus all school events  Hours of work during term time (as varied from year to year)  Monday to Thursday – 8.00am to 5.30pm.  Friday – 8.00am to 4.00pm.  Please refer to service contract for further details. |
| **Staff Benefits** | Complimentary daily lunch  Staff Pension Scheme |

**Head of Drama Core Purpose**

The core purpose of this role is to provide professional leadership and management of the Drama curriculum. This will promote a secure foundation from which to achieve high standards of teaching and learning in the curriculum of Drama in all areas of the school. To achieve success, the Head of Drama will:

* Effectively manage the teaching and learning of high-quality Drama throughout the Pre-Prep and Prep Departments;
* Promote excellence, equality and high expectations for all pupils;
* Provide vision, leadership and direction;
* Evaluate the teaching of Drama throughout the school and identify priorities for continuous improvement;
* Deploy resources to achieve the school’s aims for the Drama curriculum;
* Carry out day-to-day management, organisation and administration;
* Create a safe and productive learning environment which is engaging and fulfilling for all pupils; and
* Work effectively with the school’s Senior Leadership Team.

**Head of Drama Key Responsibilities**

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|  | **Leadership** |
| 1. | Provide inspiration and strong leadership to the school to ensure that the school delivers the highest standards of learning in Drama. |
| 2. | Lead by example and embody the school’s vision and values for the pupils and staff. |
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|  | **Learning and teaching** |
| 1. | Continue to raise the quality of learning and teaching of Drama. Maximising pupils’ achievements within a successful learning culture. |
| 2. | Ensure a consistent and continuous focus on pupils’ achievement in Drama using data, benchmarks and feedback to monitor progress in every child’s learning. |
| 3. | Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning. |
| 4. | Assess, monitor and evaluate the quality of teaching standards in Drama and the delivery of the Drama curriculum across the whole school in order to build on success and identify and act on areas of improvement. |
| 5. | Demonstrate and articulate high expectations in Drama and set challenging targets for the whole school. |
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|  | **Staff management and development** |
| 1. | Develop effective relationships and communications with all staff to promote a professional learning community. |
| 2. | Provide opportunities for growth and continuing professional development of staff by creating an inspiring, professional work environment and modelling behaviour consistent with the school’s values and aspirations. |
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|  | **Accountability** |
| 1. | Present a coherent and accurate account of the department’s performance in a form appropriate to a range of audiences, including parents and the local community. |
| 2. | Ensure that parents, staff and pupils are well informed about the Drama curriculum, its direction, priorities, and pupils’ attainment and progress. |
| 3. | Combine the outcomes of regular school self-evaluation, using the school’s SWOT Analysis form, with external evaluations in order to develop the Drama curriculum. |
| 4. | Actively maintain a thorough understanding of the statutory framework for the teaching and learning of Drama (e.g. legal requirements of Local Authority / DFE / Ofsted). |
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|  | **Head of Drama Specific Responsibilities** |
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| 1. | Teach Drama lessons to classes throughout the Pre-Prep and Prep Departments. |
| 2. | Teach other lessons across the Pre-Prep and Prep Departments as required. |
| 3. | Manage the production, direction, staging and technical support of school Spring and Summer Concerts, Drama productions and rehearsals. |
| 4. | Act as producer at the school’s Christmas Carol Concert. Work closely and collaboratively with the Head of Music in producing this event. |
| 5. | Coordinate and run weekly Drama, LAMDA and theatrical clubs as directed. |
| 6. | Successfully deliver the LAMDA syllabus to pupils across Prep and to administer the internal runnings of the school's LAMDA centre including annual examinations for all LAMDA students. |
| 7. | Contribute to the School clubs, activities and share in the organisation of extra curricular activities, such as theatre trips, outings etc. that fall outside the school day as required by the Principal and Headmaster. |
| 8. | Coordinate and attend the weekend Theatre Club to appropriate plays and musicals at London theatres; approximately two outings per term. |
| 9. | Attend the SLT administration / Activity Weeks which take place for an additional week at the end of each term. Plan and run drama workshops for Activity Weeks. |
| 10. | Accompany, when requested, pupils to the Battersea Arts Centre; Stag Lodge, Devas Club and the Latchmere Leisure Centre and any other off-site venues for the purpose of educational activities. |
| 11. | Contribute to the duty timetable for playtimes, lunch and after school supervision as required. |
| 12. | Assist with preparations for weekly assemblies, Parents’ Assemblies and Grand Assembly. |
| 13. | Coordinate and direct the half termly Parents’ Assemblies. |
| 14. | Coordinate the Prep 6 Events Week Multi-media project, to include script writing, dvd production and post-production screening. |
| 15. | Compile a Drama resources inventory for whole school. Inventory to be filed on shared area and distributed to Senior Leadership Team. Location of resources to be noted and reorganised if necessary. Cross-reference list of resources against taught topics and provide suggestions to SLT. |
| 16. | Order resources for the Drama department. |
| 17. | Provide cover for colleagues across the whole school when requested. |
| 18. | Write full and detailed reports in accordance with the reporting schedule (Autumn and Summer Term). |
| 19. | Write and file Medium Term Plans and save electronic copies on the school’s network as directed. |
| 20. | Review policies and curriculum maps for Drama as directed. |
| 21. | Implement and review an appropriate scheme of work for the pupils to ensure continuity and progress from the Reception through to the Prep department. |
| 22. | Incorporate the use of ICT into the Drama curriculum. |
| 23. | Adhere to the school policy for assessment and recording. |
| 24. | Know and adhere to the systems and school policies defined in the Staff Handbook. |
| 25. | Teach a full timetable, following the School’s agreed curriculum and syllabus. |
| 26. | Keep full, up to date records of attainment. Monitor the progress of all pupils taught, and take action where necessary to ensure that standards are upheld. |
| 27. | Write reports on pupil attainment as required. |
| 28. | Support the teaching of children with SEN or who are gifted and talented, reporting on progress to the parents and Senior Leadership Team.  Keep up to date with requirements and expectations of senior schools and prepare pupils for Drama Scholarships at 11+ as appropriate. |
| 29. | Participate in the School’s Appraisal scheme. |
| 30. | Consider ways of improving communication to parents regarding Drama via the school website, School Update and School Blogs.  Contribute to the updates; newsletters and websites as and when required. |
| 31. | Coordinate and monitor new initiatives relating to the Drama curriculum, as directed. |
| 32. | Produce and regularly review a Head of Drama Annual Administrative Schedule (as per the school's template admin schedule); keep the administrative schedule updated with new procedures. |
| 33. | Attend, and when directed publicly present at: Curriculum Evenings, Marketing meetings (Intro to Prep), Parents’ Evenings, School Events, INSET, Open Days and such school functions as required by the Principal and the Head. |
| 34. | Record and file detailed notes of parent teacher meetings. |
| 35. | Be enthusiastic and informative to parents and visitors, always presenting the department at its best to all stakeholders. |
| 36. | Ensure that a professional standard is maintained in terms of dress, behaviour etc that promotes the overall professionalism of the school. |
| 37. | Be aware of the safeguarding and child protection policy and to be vigilant reporting any concerns immediately to the Safeguarding and Child Protection Designated Officers. |
| 38. | Be aware and responsible for all issues regarding Health and Safety both in the form room and other areas around the school as well as all external venues utilised by the school. |
| 39. | Record as outlined in the school policy all incidents of serious issues and issues regarding Health and Safety. |
| 40. | Record in the form of weekly notes any matters arising in the class relating to pastoral and discipline matters. |
| 41. | Such other key tasks as may reasonably be assigned by the Headmaster and Principal. |
| 42. | This job specification represents duties required at the present time and will be subject to regular review and future change. |