**Job Description**

**Title of Post:** Head ECA Dance/Drama

**Responsible to:**Assistant Principal Extra Curricular Activities (ECA) and Sports

**Teaching Commitment:**Coaching all year round

**Role & Position in the Organisation**

The Head of ECA Dance/Drama is a member of the Cross Campus Coaching Leadership Team.

**Major Role:** To provide professional leadership and management of the Extra Curricular Dance and Drama Programme in order to secure high quality learning and teaching, the effective use of resources and improving standards of learning and achievement, no matter how high past achievement has been.

**The Head of ECA Dance/Drama has responsibility for**:

* the administration and management of the Dance and Drama Academy including parent liaison, financial management, health and safety risk management and facility management;
* key developments in the Dance and Drama Academy;
* working with the Dance and Drama Coaches and Physical Education staff to secure the highest level of performance for each individual student on the programme.
* line management and performance management of 1 – 2 full time assistant coaches and a team of part-time fixed rate coaches.

**Responsibilities, by area:**

***Goal I: We focus on continually improving learning***

**Strategic Area 1 Learning and Teaching - The Head of ECA Dance and Drama will:**

* provide appropriate opportunities for students of a wide variety of abilities to extend themselves to their fullest extent; beyond the curriculum by the provision of Dance and Drama extra-curricular activities,;
* put into practice the school's Learning and Teaching Policy;
* adhere to the school's Guiding Statements;
* coach a group(s) within the Academy programme as needed;
* provide a planning framework for the development of engaging seasonal and sessional plans to teach skills, develop fitness and choreograph routines for performances;
* organise auditions for any selective groups in an efficient and transparent manner;
* in collaboration with the Assistant Principal ECA and Sports, Heads of PE and Dance coaches, to select groups, and enter these groups into the school databases and inform the Activities department and keep them informed of any changes that occur throughout the season;
* keep abreast of all current best practice regarding training methods and examination protocols as well as new and exciting classes for students interested in Dance and Drama;

**Strategic Area 2 Professional - The Head of ECA Dance and Drama will:**

* lead and line manage the Dance and Drama coaching team;
* work with the Assistant Principal ECA and Sport and Assistant Principal Professional Learning to recommend programmes of professional development for staff and parents associated with the Dance and Drama programmes of the school;
* induct new staff with regards to Dance and Drama programme;
* to ensure a functioning cross-cultural team and climate of mutual respect;
* recommend developments for the staffing of the Dance and Drama programme;
* to deliver training for coaches and Dance and Drama personnel.

**Strategic Area 3 Culture and Communication - The Head of ECA Dance and Drama will:**

* work in close partnership with the Assistant Principal ECA and Sports to ensure communications are of the highest order;
* liaise closely with the Head of PE Primary and Head of Faculty PE Secondary when planning instructional units for the PE and in designing the extra-curricular Dance and Drama programme;
* keep parents fully informed of activities, selections, programmes and events on a long term and short term basis;
* assist the Sports & Activities department to answer parental enquiries that may arise;
* maintain the Dance and Drama Academy online profile via Firefly and any associated social media accounts;
* participate in whole school middle leadership meetings and attend quarterly Cross Campus Coaches meetings;
* be the main link between the Dance and Drama activities in the school's curriculum and the extra-curricular Dance and Drama activities;
* lead presentations to parents on aspects of the Dance and Drama programme;
* contribute articles to school and other publications.

***Goal II - We align our structures, policies and practices to support learning***

**Strategic Area 1 Policy and Planning - The Head of ECA Dance and Drama will:**

* plan the year's ECA Dance and Drama programme, including a schedule of performances and examinations;
* recommend developments in the school's Dance and Drama curriculum programme, assisting in the writing the relevant instructional units in collaboration with the Heads of PE;
* ensure the smooth running of all school Dance and Drama competitions, performances and examinations.

**Strategic Area 2 Finance and Resources - The Head of ECA Dance and Drama will:**

* plan and monitor the ECA budget for all Dance and Drama activities;
* advise the Assistant Principal for ECA and Sports with regard to fixed assets and facilities development;
* make available via a suitable ordering system the provision of appropriate uniforms and costumes as needed;
* ensure resources are used effectively and appropriately stored.

**Strategic Area 3 Admissions** **- The Head of ECA Dance and Drama will:**

* ensure that new students are properly assessed and introduced to the Dance and Drama programme at an appropriate level;
* ensure that all coaches are aware of relevant medical conditions of new students.
* assist in the promotion of the Dance and Drama Academy to new families, particularly at the start of each academic year through participation in ECA Open House and ECA induction activities or by request from the admissions team.

**Strategic Area 4 Health and Safety - The Head of ECA Dance and Drama will:**

* ensure that all members of staff associated with Dance and Drama activities are suitably qualified in terms of first aid or other health and safety issues;
* ensure that all staff are aware of any health conditions of students which may cause difficulties during Dance and Drama activities;
* assist the Assistant Principal Extra Curricular and Sports in monitoring health and safety matters pertaining to the Dance Studios and Performance spaces.

**Strategic Area 5 Facilities** **- The Head of ECA Dance and Drama will:**

* ensure that the school's ECA Dance and Drama equipment are properly maintained, advising the Assistant Principal for ECAs and Sports of any the problems arising that may make training or competition hazardous and logging relevant items with Buildings and Grounds for maintenance, repair or removal;
* advise the Cross Campus Principal as to how the school' Dance and Drama facilities might be developed.

These duties will be developed into short and longer-term targets in consultation with the post-holder.

**Qualifications**

Dance or Drama Teaching Certification

Dance Fitness Qualifications

Educational Degree or PGCE an advantage

First Aid