



## Head of Drama (2021-22)

### Subject Leaders (specific responsibilities are identified below this general statement)

#### *Job Purpose*

- To inspire an active interest in their subject area throughout the school.
- To ensure that the opportunities given to pupils are of the highest quality.
- To ensure that there is continuity of progress of pupils' learning in the subject.
- To assist the strategic and operational management of the school through liaison with the Senior Leadership Team, advising on current trends and changes in regard to the delivery of Drama

#### *Objectives*

- To ensure that there are dramatic opportunities that meet the needs of all abilities of pupils.
- To ensure that all pupils achieve the highest standards possible
- To prepare pupils effectively for the next stage of learning in the subject (e.g. GCSE).

#### *Principal Responsibility Areas*

- A Coordination of Drama from Year 5 upwards
- B Leading and managing staff
- C Managing resources
- D Health and Safety

#### *Key Tasks*

- A1. To advise the Headmaster on current issues regarding drama.
- A2. To ensure, where appropriate, that pupils are prepared for entrance and scholarship awards to senior schools.
- A3. To monitor and evaluate the delivery of dramatic performances to ensure that they provide challenge to pupils and show continuity.
- A4. To liaise with staff who deliver Junior Drama performances.
- A5. To deal with parental queries regarding dramatic performances and rehearsals.
  
- B1. To monitor the delivery of dramatic performances, including assemblies, by discussion and observations.
- B2. To coordinate INSET needs for teaching throughout the school.
- B3. To advise members of the department on professional development.
  
- C1. To manage the departmental budget.
- C2. To ensure that resources are ordered, stored and maintained.
  
- D1. To ensure that thorough risk assessments are carried out for areas (e.g. stage and lighting areas) for which the subject leader is responsible.

#### **Specific responsibilities for Head of Drama:**

1. Organise drama rehearsals and produce at least two performances a year, one in the Autumn Term and one in the Summer Term.
2. Organise outings to dramatic performances and events.



3. Teach Drama as required.
4. Work with the Head of Music and other staff in the wider delivery of school performances.
5. Purchase and care for costumes and resources according to the department budget allocation and administer the instruments for hire.
6. Promote the involvement in annual competitions such as the Watford or Ruislip Speech and Drama Festivals
7. Identify and encourage individuals for Senior School Drama Scholarships and awards.
8. Actively oversee the physical maintenance of school property and areas for which they are responsible, i.e. annual Health & Safety registers.

We have a very well-resourced, attractive Drama department with excellent performance spaces, for example, a first class stage and excellent lighting and sound equipment as well as opportunities to use the Centenary Sports Hall and outdoor areas for performances.

The Head of Drama needs to be an energetic and well-qualified practitioner. Drama plays a very important part in the life of the School. It would be ideal if the applicant had experience of teaching in preparatory schools but we would be happy to consider any applicant with relevant qualifications and experience.