

DIRECTOR OF DRAMA (WHOLE SCHOOL) JOB DESCRIPTION

Job Title:	Director of Drama (Whole School)
Line Manager:	Principal Deputy Head

Purpose of Job

- To lead all aspects of drama at Harrow International School Qianhai Shenzhen, generating a genuine buzz and enthusiasm for the subject amongst students, colleagues and our parental community.
- To maintain and develop the resources of the drama department across the whole school to provide the best possible opportunities and educational experience for pupils of all abilities.
- Be responsible for ensuring high academic standards are maintained across drama teaching, setting the highest aspirations for student achievement and outcomes and supporting each student to reach their personal potential.
- Lead the development of the drama curriculum and assessment frameworks to further improve teaching and learning, student outcomes and student experience.
- Promote the implementation, embedding and evaluation of the 'Harrow 10' teaching and learning framework across Drama teaching.
- Monitor and evaluate all aspects of drama provision at the school and respond appropriately to emergent issues ensuring that the student learning experience is consistently high.

Duties and Responsibilities

Overall Responsibilities

- Promote and enhance drama provision across the school and work towards establishing the school as a centre of excellence within the Greater Bay Area and develop a longer-term plan for achieving national recognition.
- Ensure drama is actively celebrated at the school through frequent performances and showcases.
- Actively seek to build partnerships and links with local, regional and national organisations that further enhance the drama experience and offer.
- Promote high standards in all aspects of school life, particularly in student progress.
- Organise and ensure a robust and varied co-curricular drama provision through the Harrow Diploma Activity (HDA) programme.
- Organise and promote a varied calendar of drama events across each academic year.
- Actively support the vision, ethos, culture and policies of the school.
- Craft a collaborative and progressive drama team that seeks excellence across all areas of provision.
- Comply with the professional duties of the Harrow staff Code of Conduct.
- Contribute to a school culture which is positive, purposeful and professional.
- Engage positively in the school appraisal process and performance management arrangements.
- Be committed to safeguarding and to promoting the welfare of children and young people.

Curriculum, Teaching and Learning

- Teach drama at all levels including IGCSE/A-Level.
- Ensure that the Harrow 10 is consistently embedded across all drama teaching and learning to support the best outcomes for our students.
- Actively monitor and evaluate the progress of all classes to ensure student progress and to implement interventions as required to maintain academic standards and progress.
- Ensure a carefully sequenced, appropriate and progressive drama curriculum operates from Early Years to A-Level.
- Lead the management of departmental resources including all schemes of work, resources, curriculum



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documents and administration such that they align with templates provided by US/LS leadership team.

- Ensure all drama teachers have the resources to allow them to deliver high quality teaching and learning.
- In consultation with the Upper School Deputy Head, Principal Deputy Head and Head Master, select the external examination syllabus that is deemed to be most appropriate for the mission and objectives of Harrow International School Qianhai Shenzhen and its students.
- Ensure that school expectations and policies regarding homework, marking and feedback, teaching and learning, and all matters regarding assessment and reporting are consistently followed across drama teaching.
- Promote student independence, leadership and voice within the department.
- Stay up to date with pedagogical and curricular developments and offer recommendations and professional development to the department as appropriate.
- Write curriculum information for parents, course outlines for reports and any other whole school or marketing documents that are required.
- Seek opportunities to develop cross-curricular approaches with other departments.
- Seek to maximize opportunities to create continuity between curriculum delivery inside and outside the school e.g. fieldtrips, visiting speakers.

Assessment

- Monitor student progress against school Personal Targets Grades (PTGs), ensuring all teachers use CEM predictions to inform differentiation in lessons and appropriate support and encouragement of students.
- Complete examination entries as directed by the Examinations Officer.
- Advise students considering resits and remarks of external examinations and liaise with the Upper School Deputy Head on such issues.
- Fully analyse examination data with reference to PTGs, CEM predictions, teacher predictions, previous results, results across the UK and any other relevant data sources.
- Write an annual departmental external examinations analysis as directed by Principal Deputy Head.
- Establish an annual assessment calendar for all year groups which includes common assessment tasks given to all classes within a year group that aligns with the school's academic calendar.
- Ensure that all internal examinations are set, conducted and marked in a manner consistent with external examination expectations.
- Establish and monitor moderation procedures within the department.
- Maintain a high priority and focus on external assessment objectives and provide staff with the latest information regarding developments in the relevant examination board's policies and trends.
- Ensure that internal and external examination results are published responsibly and used effectively in the post-examination follow-up.
- Establish clear expectations within the department with regard to the composition of the data used in reports to parents, the content reported on, and the tone of the comments.
- Maintain legible, verifiable, accurate, comprehensive, defensible and fair Departmental records of formative and summative assessment results.
- Ensure all Departmental reports on student performance for internal and external use are checked for errors before submission.

Collegiality

- Ensure that staff commit to continuous curriculum improvement by establishing and maintaining effective working relationships.
- To actively support the school's House system and ethos.
- Maintain a teaching load appropriate to the position alongside teaching across the Harrow Diploma Activities programme (note that the teaching load given reflects the specialist drama input required during HDAs)
- Work collaboratively using a coaching method with subject teachers to support and enhance their pedagogy.

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- To promote the general progress and academic and pastoral well-being of individual pupils and of any assigned group of students, including tutor groups.

Other Responsibilities

- Lead drama initiatives that are directed from AISL HQ to promote the school and the Harrow International Family of schools.
- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school.

Requirements

Education, Training and Qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS.
- Working knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate.
- Evidence of relevant and challenging continuing professional development.

Knowledge and Experience

- Minimum 5 years' teaching experience.
- Minimum 2 years' experience of teaching IGCSE/GCSE and A-Level.
- Be aware and up to date in all relevant safeguarding policies and practice.
- Knowledge and experience of how to use of educational technology effectively in promoting student learning.
- Knowledge and experience of how to plan and develop an effective drama curriculum, ideally from a whole school perspective (Early Years to Sixth Form).
- Recent and consistent involvement in extracurricular activities.
- Previous experience or knowledge of working with students for whom English is not their first language.

Personal Qualities

- Have the ability and willingness to inspire others; leading by example, role modelling the school's vision statement: Educational Excellence for Life and Leadership.
- Be a role model for the Harrow Staff Code of Conduct.
- Be flexible and capable of managing change and instilling high standards.
- Be highly motivated, ambitious and collaborative and willing to take the initiative.
- Have high levels of honesty and integrity in aspects of their role.
- Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them.
- Be able to think strategically and drive improvements in student welfare and their wider learning experiences.
- Have excellent organizational, communication and interpersonal skills.

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.



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*Harrow is committed to the safeguarding of children
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

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