



St. Joseph's College

Specialist Mathematics and Computing College

1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

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1.2 JOB TITLE: **Head of Drama**

1.3 JOB PURPOSE: Under the reasonable direction of the Headmaster, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- To teach Drama at all Key stages including KS5 across the whole ability range.
- Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress.
- Be accountable for student progress and development within the subject area.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's catholic ethos, aims and curricular policies.
- Work with Line Manager to develop extra-curricular programme to encourage the development of Drama throughout the College.
- Be accountable for leading, managing and developing the subject/curriculum area.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To report to parents/guardians on student progress in line with SJC policy.
- To demonstrate good classroom management and organisational skills at all times
- To interest, inspire and motivate pupils through Drama activities.



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- A commitment to take part in extra-curricular activities in the College.
- Respect and uphold the Catholic ethos of the College

- 1.4 Salary Scale:** MPS + TLR 2b (negotiable for outstanding candidate)
- 1.5 Working Time:** From September 2019 Full time as specified within the STPCD
- 1.6 DBS Disclosure Level** Enhanced

2, TEACHING

- 2.1** Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

3. STRATEGIC/OPERATION PLANNING

- 3.1** Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- 3.2** Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- 3.3** Monitor actively and follow up student progress
- 3.4** Implement school policies and procedures, e.g. equal opportunities, health and safety, COSHH, accommodation strategy, etc.
- 3.5** Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. Ensuring such aims support the Church's social and moral teaching.
- 3.6** Lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school.
- 3.7** Follow the health and safety policies and practices, including risk assessments liaising with the school's Health and Safety Manager if required.

4. CURRICULUM PROVISION

- 4.1** Liaise with the Deputy Head Teaching & Learning to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements school self-evaluation and the School Improvement Plan.



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- 4.2 Keep up-to-date with national developments in the subject area and teaching practice and methodology.
- 4.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local events.
- 4.4. Maintain accreditation with the relevant examination and validating bodies liaising with Examination Officer as required.

5 CURRICULUM DEVELOPMENT

- 5.1 Keep up to date with national developments in the subject area and teaching practice and methodology.
- 5.2 Lead curriculum development for the whole department.
- 5.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- 5.4 Liaise with the Deputy Head Teaching & Learning to maintain accreditation with the relevant examination and validating bodies.
- 5.5 Be responsible for the development of key skills in Drama subjects.
- 5.6 Ensure that the development of Drama is in line with national developments.
- 5.7 Develop learners' skills in ICT, Literacy and Numeracy.
- 5.8 Ensure appropriate differentiation of the curriculum to meet the needs of all learners.

6. STAFFING

- 6.1 Work with the Deputy Head Teaching & Learning to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- 6.2 Continue own professional development as agreed with line managers.
- 6.3 Be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- 6.4 Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- 6.5 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.



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6.6 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

6.7 Promote teamwork and to motivate staff to ensure effective working relations.

6.8 Participate in the school's ITT & GTP programmes.

7 QUALITY ASSURANCE

7.1 Ensure the effective operation of quality control systems.

7.2 Establish the process of the setting of targets within the department and to work towards their achievement.

7.3 Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.

7.4 Contribute to the school procedures for lesson observation.

7.5 Implement school quality procedures and to ensure adherence to those within the department.

7.6 Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.

7.7 Seek/implement modification and improvement where required.

7.8 Ensure that the department's quality procedures meet the requirements of self-evaluation and the Strategic Plan.

8. MANAGEMENT INFORMATION

8.1 Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.

8.2 Make use of analysis and evaluate performance data provided.

8.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

8.4 Produce reports within the quality assurance cycle for the department.

8.5 Produce reports on examination performance, including the use of value-added data.

8.6 In conjunction with the relevant Deputy, manage the department's collection of data.

8.7 Provide the Governing Body with relevant information relating to the departmental performance and development.



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8.8 Liaise with the Learning Support team to ensure appropriate records are kept up-to-date.

9. COMMUNICATIONS AND LIAISON

- 9.1 Ensure that all members of the department are familiar with its aims and objectives.
- 9.2 Ensure effective communication/consultation as appropriate with the parents of students, contributing to events designed to advise students about the curriculum and future career paths.
- 9.3 Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- 9.4 Represent the department's views and interests.
- 9.5 Contribute to the planning and delivery of school liaison activities.
- 9.6 Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- 9.7 Promote actively the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

- 10.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 10.2 Work with the Deputy Head Teaching & Learning in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

11. PASTORAL SYSTEM

- 11.1 Monitor and support the overall progress and development of students within the department.
- 11.2 Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.



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- 11.4 Contribute to PHSE, citizenship and enterprise according to school policy.
- 11.5 Ensure the behaviour management system is implemented in the department so that effective learning can take place.
- 11.6 Engender, by example and practice, enthusiasm for the subject.

12 SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Dated

Signed
(Headmaster)

Dated