



Wycliffe

JOB DESCRIPTION

JOB TITLE:	Head of Academic Department		
DEPARTMENT:	Drama	SCHOOL:	Senior School
REPORTS TO:	Deputy Head (Academic)		

PRINCIPAL PURPOSE:

To lead and manage the Drama department at Wycliffe Senior School.

KEY TASKS:

In addition to the role of teacher:

Management of Staff

1. Act as line manager for staff in the department, supervising their work and ensuring the highest of standards.
2. Work collaboratively with members of the department to consult on their views, distribute roles, delegate responsibility, and encourage engagement with the department's and school's aims.
3. Play a major role in induction, helping new staff to settle into the department, acting as their mentor.
4. Conduct staff reviews of departmental colleagues, in line with instructions issued by the Senior Deputy Head, recording review and CPD events on Blue Sky Education accurately.
5. Advise departmental staff and the Senior Deputy Head on CPD needs within their department that support the ongoing development of staff and the achievement of the school's objectives.
6. Contribute to the appointment of departmental staff, including reviewing applications, supporting the short-listing process, observing trial lessons, interviewing candidates and making recommendations.
7. Contribute to the initial training of student teachers and the induction of newly qualified teachers seeking Qualified Teacher Status
8. Deal intelligently with departmental colleagues, being sensitive to individual needs, giving support where appropriate, and taking a firm line where necessary.
9. Begin capability or disciplinary measures where necessary, including early warning, support and guidance.
10. Know, recognise and use the experience and expertise of others in the department in a fair and sensible way.
11. Delegate responsibilities and jobs to members of the department to suit their strengths and the needs of the School.
12. Allocate teaching in a way that makes the best use of teachers' strengths and contributes both to the needs of the School and to the development of their careers.
13. Be aware of the overall workload and commitment of all staff in the department
14. Liaise with the Deputy Head (Academic) and the Timetabler about the staffing for each year

Leadership

1. Lead by example through excellent teaching practice, a positive attitude, a commitment to professionalism and keeping abreast of new thinking in teaching.
2. Be a lead teacher in the subject specialism, promoting best practice, welcoming scrutiny, inviting others to observe in order to learn, being open to new ideas and championing reflective practice.
3. Exhibit highest professional standards and imbue the same in others in the department.
4. Demonstrate professionalism in all aspects of work, promoting the subject and a love of learning to pupils who study subjects in that department.

Monitoring and Evaluation

1. Continuously monitor the impact of the teaching in the department, using the Quality Assurance Policy and other school policies as a reference.
2. Observe all teachers in their department as set out in the Quality Assurance Policy.
3. Undertake scrutinies of work in each Year group for their subject.



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4. Conduct annual departmental SEF, honestly reviewing performance, setting future goals, departmental objectives and action plan in consultation with colleagues.

Subject Management

1. Take responsibility for the performance of the department and pupils studying therein.
2. Implement the requirements outlined in all school policies.
3. Support the achievement of goals in the school's vision, and the objectives listed in its improvement plan, and specifically the annual academic development plan.
4. Support the Senior Management Team in the realisation of specified elements of the development plan, taking responsibility for identified elements.
5. Advise on appropriate syllabuses; choose or where necessary create syllabuses for pupils in years where the syllabus is not dictated by public examinations.
6. Guide and supervise departmental colleagues in creation of medium- and long-term plans.
7. Submit schemes of work to line manager for endorsement each year.
8. Develop, implement and review assessment strategies for the department, including 'flight paths', to allow effective and accurate assessment of pupil progress, aid pupil and parental understanding of their attainment and develop strategies for continued learning.
9. Ensure subject reports are completed accurately and on time by teachers in the department and ensure head of subject elements including consolidated, baseline and target grades are completed for each reporting cycle.
10. Review grades across the department at every Assessment Point.
11. Analyse results of students in the department, in year and after exams, employing such software as is provided for that purpose.
12. Monitor Individual Development and Intervention Plans and causes for concern raised by teachers in the department.
13. Ensure that adequate assessment, moderation and tracking procedures are in place for pupils studying in the department, and are being used.
14. Liaise with the Deputy Head (Academic) and / or Assistant Head (Academic) as necessary to monitor progress of pupils, identify those in need of support, and agree action plans where required.
15. Hold weekly departmental meetings in accordance with outline agenda provided, producing such minutes as support accurate record keeping and effective progress to be made.
16. Write and mark internal exams.
17. Mark entrance test papers where required.
18. Arrange for external exam entries to be completed accurately and on time.
19. Write and maintain a departmental handbook and policies on assessment, CfrC, SEN and G&T.
20. Ensure iSAMS information is up to date.
21. To be present or have a nominated deputy from the department present in school on GCSE and A level results days or to be contactable by telephone between 0830 and 1300 BST on those days.
22. Be available to the exams officer at the start of public and internal examinations for subjects taught in their departments to check for problems including missing students and script errors and take appropriate action to resolve such problems.
23. Monitor and review Action Plans for pupils on the Learning Support Register
24. Manage whole school paperwork, submitting such reports and documentation as is required accurately and in a timely fashion.
25. Advise and guide pupils on Higher Education and employment choices pertinent to their areas of expertise.

Resources

1. Order the required resources for the department, and store and maintain them in good condition.
2. Keep a catalogue of departmental resources.
3. Organise the return of loaned resources at appropriate times and charge for any non-return.
4. Prepare (with the help of the Deputy Head (Academic) and control the department budget.
5. Liaise with the School Librarian to ensure that there are the appropriate resources for the subject available in the library.

Organisation of Department

1. Allocate teachers and pupils to sets.
2. Submit timetable requests in an accurate, timely manner.
3. Allocate the department's rooms and work spaces in an equitable and fair manner



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4. Use the department's accommodation to create an effective and stimulating environment for teaching and learning.
5. Organise, where necessary, departmental detentions in line with school and departmental policies.

Wider responsibilities

1. Contribute to the positive image of the school within the Wycliffe community and outside.
2. Be a champion for reflection, innovation and best practice across the whole school.
3. Attend all parents' evenings and open days, supporting pupils' education and advice, and school recruitment and marketing.
4. Meet regularly with the Prep School departmental colleagues (where a corresponding programme of study exists there) to discuss appropriate curriculum arrangements, review Y8 performance, aid transition, and support cross-phase support and development, including mutual resource sharing.

Health and Safety

1. Ensure that there is a safe working and learning environment in which risks are properly assessed and minimised.
2. Ensure that all members of the department are familiar with the law and teachers' duty of care especially during departmental visits, trips etc.

Communication

Communicate effectively, orally and in writing, with all staff, parents, pupils, other schools, examination boards, professional bodies and the wider community, including businesses, industry and the professions, retaining effective records of such communication to the extent permitted by the law.

Parents

1. Deal promptly with problems or queries raised by parents about their children and/or our staff as they relate to the department.
2. Ensure good communication between the department's staff and parents and between the department's staff and pastoral staff.

The Head

Discuss annually with the Head departmental issues, especially external examination results.

Consultation

Judge when to make decisions, when to consult with the department, and when to consult the Head or another member of the SMT.

OTHER TASKS:

- Be familiar with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head may reasonably assign.