



## **Job Description - Head of Drama Department**

**Reports To:** Principal of Senior School

**Line Manages:** Members of the Drama Department

**Department:** Drama

**Job Purpose:** To contribute to the school's mission of preparing citizens for the worlds of today and the future by managing and developing the work of the Department.

**Objectives:** To be able to deal with children in an appropriate and effective manner in the context of the job role to ensure their optimal development in terms of Drama

To liaise with and assist other members of staff to enable the school to fulfil its objectives within the subject area.

### **Principal responsibility areas:**

- A Guide the strategic direction and development of the subject through the implementation of subject policies, plans, targets and practices.
- B Secure and sustain effective delivery of the subject.
- C Direct and motivate all those with involvement in the teaching or support of the subject.
- D Identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.

### **Key Tasks**

- A1 Plan, implement and review whole-school written schemes of work in Drama for pupils in Years 7 to 13, having regard to the diverse abilities of pupils and the parallel schemes in other subjects where appropriate.
- A2 Be responsible for the development and deployment of departmental teaching and learning strategies.
- A3 Ensure the effective transition of pupils from Year 6 to 7 enabling continuity of expectations and standards of work.

- A4 Advise the Principal of Senior School on the implications for the department of curriculum developments at national, regional and school level.
- A5 Contribute to the school development plan through the formulation and management of departmental development plans and through supporting school-wide initiatives.
- A6 Within the department set targets for staff and pupils in relation to learning and academic progress.
- B1 Be an effective teacher within the Drama department, having regard to the subject teacher's job description.
- B2 Manage and monitor the work of the other members of the department to effectively deliver the stated curriculum and their overall contribution to the department.
- B3 Overview of issues concerning rewards and sanctions for pupils within the department including liaison with Head of Senior School.
- B4 Evaluate the effectiveness of teaching and learning strategies, using relevant data.
- B5 Manage the assessment, evaluation and recording of pupil progress.
- B6 Review and develop schemes of work and teaching plans for individuals and groups of pupils.
- B7 Ensure that staff and pupils in the department work in a safe manner in accordance with the school's policy document on health and safety and advice from appropriate educational and external bodies.
- C1 Manage, review and support the development and performance of members of the department.
- C2 Advocate, within the school and beyond, the value of the knowledge, skills and potential of pupils in the subject area.
- C3 In conjunction with the Principal of Senior of School play a leading role in the recruitment, retention and induction of staff.
- C4 Where agreed with the SMT support the development of pre-qualified teachers within TTA partnerships.
- C5 In accordance with the school's communications policy maintain effective communications within the department and with the Principal of Senior School.
- D1 Prepare and manage capital and revenue budgets for the operation of the department, keeping spending within designated limits on capital and consumable resources.

D2 Manage the physical resources available to the department.

D3 Liaison with housekeeping and maintenance staff.

Such other tasks as may reasonably be assigned by the Principal of Senior School.