

## Job Description

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**Job title:** Acting Subject Lead – Drama

**Main purpose of job:**

The Acting Subject Lead will be primarily responsible for establishing and supporting the resources and environment for learning within their subject on both the Fambridge Road Campus (FRC) and the Mill Road Campus (MRC).

**Department:** Drama

**Location:** Plume Academy

**Position reports to:** Faculty Lead, Expressive Arts

**Position is responsible for:** Drama

**Length of contract:** 2023 – 2024 Academic Year

**Salary:** Main – Upper Pay Scale, plus one-year TLR 2B to expire on August 31, 2024.

### Key Responsibilities and Accountabilities

**Main Duties:**

**Quality of Learning**

- to take full ownership for the management and upkeep of progress and attainment data for all their subject courses
- to monitor the progress of students following their subject courses, planning and implementing intervention as necessary to ensure students make at least expected levels of progress
- ensuring that effective schemes of work are in place for each of their courses.
- ensuring that teachers know the prior learning and achievement of the students at the beginning of each of their courses
- ensuring that teachers know the potential to achieve of the students based on prior achievement data
- ensuring that school curriculum policies for assessment, setting, target setting, recording and reporting are enacted within their subject courses
- ensuring that progression and continuity is achieved throughout all of their subject courses and between Key Stages.

**Ethos and Environment**

- ensuring a consistent ethos in line with Plume Academy Code of Practice
- ensuring that the quality of appearance and order of any part of the Faculty allocated to your subject area is of a high standard
- maintaining health and safety procedures.

**Staff Development, Resources and Capitation**

- assisting the Faculty Leader in drawing up, the Faculty Improvement Plan, in line with the Whole Academy Improvement Plan



- involvement in the allocation and organisation of resources within the Faculty, linked to their subject courses
- planning and monitoring the effective deployment of Support Staff allocated to their subject in liaison with the line manager
- involvement in accounts, ordering and maintaining stock, particularly where pertinent to their subject courses.
- supporting, advising and providing opportunities for individuals within the Faculty to further their personal development.

### **Other Activities**

- Carrying out the duties determined by the Line Manager for monitoring and supporting classroom teachers within their Faculty.

### **General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

## Person Specification

| Person Specification - Qualifications and Experience  | Essential | Desirable |
|---|-----------|-----------|
| Has qualified teacher status with a degree qualification  | ✓         |           |
| Evidence of further professional study or leader experience   |           | ✓         |
| Outstanding classroom teacher preferable with experience in all key stages  | ✓         |           |
| Evidence to confirm undertaking recent CPD in the area relevant to this post  | ✓         |           |
| Experience of successfully managing whole academy issues and initiatives  | ✓         |           |
| Experience of accurate year/key stage/subject self-evaluation and improvement planning in order to raise standards  | ✓         |           |
| Experience as a manager of leading, motivating and managing staff effectively to raise standards and evaluate the impact of initiatives(s)                                | ✓         |           |
| Ability to hold people accountable and manage performance effectively   | ✓         |           |
| Experience of promoting excellence and challenging poor performance   | ✓         |           |
| Experience of managing staff and students to resolve conflict   | ✓         |           |
| Experience of responsibility in a curriculum area   |           | ✓         |
| Knowledge, Skills and Abilities   | Essential | Desirable |
| Ability to lead the development of behaviour and care strategies within the academy including leading CPD   | ✓         |           |
| Has the ability and ideas to ensure that Plume Academy continues to build upon its reputation   | ✓         |           |
| Demonstrates outstanding leadership traits and is comfortable as a team player  | ✓         |           |
| Knowledge of recent/current educational developments, initiatives and legislations and how they might impact upon the academy   | ✓         |           |
| Ability to utilise data effectively to monitor progress and evaluate performance  | ✓         |           |
| Up to date knowledge of curriculum and assessment developments  | ✓         |           |
| Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs  | ✓         |           |
| Ability to initiate and lead change and maximise human and other resources  | ✓         |           |
| Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure   | ✓         |           |
| Knowledge and understanding of safeguarding issues  | ✓         |           |
| Ability to involve parents/carers, trustees, teachers, pupils, and other stakeholders constructively in planning improvements for the academy                             | ✓         |           |
| Personal Qualities  | Essential | Desirable |
| Treats people fairly, equitably and with respect to maintaining positive working relationships  | ✓         |           |
| A proven record of sustained outstanding classroom practice, demonstrating significant value added to achievement levels  | ✓         |           |
| Ability to maintain trust and be highly respected by staff  | ✓         |           |
| Ability to chair meetings effectively and delegate  | ✓         |           |
| Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes | ✓         |           |
| A creative and imaginative thinker who has the ability to identify innovative solutions to problems   | ✓         |           |
| Has a record of successful working with parents as partners in learning   | ✓         |           |
| Committed to on-going research into strategies that can be adapted for successful implementation at Plume Academy   | ✓         |           |
| High level of communication skills both written and verbal and ability to address a range of audiences  | ✓         |           |
| Commitment to safe-guarding and promoting the welfare of young people   | ✓         |           |