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| **JOB DESCRIPTION** | |
| **JOB TITLE** | Head of Department, Drama |
| **SALARY ENHANCEMENT** | TLR available |
| **LOCATION** | Trinity School Sevenoaks |
| **RESPONSIBLE TO:** | Member of SLT |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** | |
| **Post Overview**  The role of Head of Department is to lead and manage the Drama department to ensure that the teaching of Drama at Trinity School is of the highest standard and that value is added to the attainment of all students across all Key Stages. | |
| **Specific Responsibilities for this Post**   * Inspire students so that Drama is a popular subject at GCSE and A level study * To promote Drama through regular performances and co-curricular activities and track pupil progress * To monitor and evaluate standards of teaching and learning in the department * To monitor and evaluate standards of behaviour within the department, supporting colleagues to achieve best practice * To ensure that the Drama curriculum and Schemes of Work are appropriate for and accessible to all students * To manage the process of reporting to parents * To ensure that assessment data is used effectively within the department to raise achievement * To contribute to the School Improvement Plan by helping to implement the Department Development Plan * To take part in the appraisal process to ensure it is a genuine tool for departmental improvement * To ensure that there are increasing opportunities for enrichment of learning through visits and activities outside of the day-to-day curriculum * Attend middle leader meetings and appropriately delegate tasks to the Drama team | |
| **Other Responsibilities**   * To undertake other duties from time to time as discussed with the Headteacher or your SLT line manager where appropriate. * To support the aims and ethos of the school * To be an excellent role model and set an excellent example in terms of punctuality, attendance and expectations of pupil behaviour. * To manage and lead team and planning meetings (where reasonably possible and at the discretion of all staff concerned). | |
| **Line Management**  Drama teachers | |
| **Notes**   * This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. * This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post | |

Signed Employee: ……………………………………………….. Date: ………………………………….