

# Job Description: Head of Drama



## Post Details

<b>School/setting:</b>	Poole High School
<b>Post type:</b>	Teaching Staff
<b>Grade/Pay Level:</b>	Teachers Main/Upper Pay Scale plus TLR 2.1
<b>Responsible to:</b>	Deputy Headteacher

### Main Purpose

- To carry out the professional duties of a teacher as described in the most recent School Teachers' Pay and Conditions Document.
- To provide the leadership and management of Drama.
- To lead the development of Drama.

### Duties and Responsibilities

- To be ultimately responsible for the effective implementation of a world class curriculum in Drama at Poole High School
- To be accountable for the outcomes of all qualifications delivered within the Poole High School Drama curriculum.
- To responsible for raising attainment and maintaining high standards in the Drama department at Poole High School in all key stages.
- To ensure the effective day to day running of the Drama department at Poole High School, including maintaining resourcing and equipment.
- To support the leadership team in any inspection, review or visit to Poole High School related to Drama.
- To be responsible for the close tracking and monitoring of students in all key stages and using relevant data to respond appropriately to ensure positive outcomes for all students.
- To be the initial point of contact for Drama staff at Poole High School, ensuring that teaching staff absence is covered in consultation with the cover manager and that appropriate work is provided.
- To ensure all teachers in the department set relevant homework and adhere to all departmental policies.
- To work closely with the leadership team to ensure effective deployment of staff and to be mindful of work/life balance for members of staff within the department.
- Take responsibility for the effective evaluation and quality assurance of curriculum implementation and to lead subsequent reviews and intervention as required.
- To identify key departmental priorities, provide accurate self-evaluation and develop relevant action plans to ensure the department is working towards excellence.
- To be responsible for the successful implementation of the Department Excellence Plan ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated.
- Ensure the capitation budget is managed effectively and efficiently.
- To provide accurate and timely evaluation of the Drama curriculum and staffing as required by the leadership team and other senior leaders across the trust.
- To ensure robust analysis of the curriculum impact, using internal and external data alongside qualitative measures to ensure excellent outcomes for all students.
- To provide accurate and timely reports to the leadership team as required.
- To be responsible for the performance management of staff as directed by the leadership team.
- To line-manage staff as directed by the Headteacher.
- Actively monitor and respond to developments and initiatives in Dram at national, regional and local levels.
- To teach key student groups as required to ensure positive outcomes for students.
- To work closely with the leadership team to ensure that an effective subject-specific CPD programme is in place for all teachers in Drama and that they have access to high-quality training and development based on evidence-informed and research-led thinking.

- To develop an ambitious and wide-ranging extra-curricular programme in Drama, within the Arts team, that provides a range of enriching opportunities which is available to all our students, including the school production.

### Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

### Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

### Twynham Learning Attributes for all Staff

Ambition for excellence  
Professionalism  
Humility  
Championing change

Inclusiveness  
Positivity  
Community-mindedness  
Being collaborative

### Qualifications, Knowledge, Skills and Attributes Required

#### Essential:

#### Qualifications:

- Graduate in Drama or other associated subjects
- Qualified Teacher Status
- Experience of a promoted post

#### Skills, knowledge and aptitudes

- Ability to plan and deliver high quality learning
- Ability to work effectively with as part of a team including with staff, students and parents
- Ability to liaise and work as a form tutor within a pastoral team
- Ability to inspire and lead students
- Excellent leadership skills
- Potential to develop excellent staff leadership skills
- Highly effective communication skills; listening, speaking and writing
- Highly effective time and task management skills
- Data analysis skills and ability to communicate themes effectively
- The ability to be effective and lead well when under pressure
- Sound ICT skills used for tracking student progress, monitoring systems and ensuring good use of resources

#### Personal Qualities

- High levels of drive and energy
- High levels of interpersonal skills
- High student expectations
- Ability to set and achieve demanding goals for students
- Ability to support, motivate and inspire
- Sense of humour, good listener, positive outlook
- Ability to work as part of a team
- Ability to organise effectively and deliver outcomes

#### Professional knowledge and understanding

- Lesson Planning

- Classroom management
- Commitment to enabling all students to achieve their potential
- Commitment to create a sense of community belonging and inclusion in all respects for students

**Desirable:**

- Recent relevant professional development
- Familiarity with SISRA
- Exam Board grading of work in subject
- Post 16 experience
- Proven track record in using data to target intervention work
- Staff Leadership skills

**Notes**

- This job description may be amended at any time in consultation with the postholder.

**Glossary**

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twyndham Learning Glossary](#).