**Job Description – Subject Leader for Drama**

In addition to the responsibilities of class teacher as set out the Classroom Teachers Job Description *(taken from the school teachers’ pay and conditions document)* you will also undertake the following duties and responsibilities.

To provide outstanding leadership for the subject of Drama within the Arts Faculty and ensure that it is appropriately and effectively monitored and delivered.

**Responsible to:** Head of Arts

**Responsible for:** Drama KS3&4 inclusive of enrichment and wider school projects

**Accountabilities:** KS 3&4 pupil outcomes

**Curriculum**

* Be responsible for the day-to-day curriculum including developing Schemes of Work, resources, and special activities in regard to Drama.
* Ensure that the curriculum meets the needs of all students, is engaging and provides effective challenge.
* Keep up to date with national changes to the curriculum and make changes as appropriate.
* Identify and highlight aspects of SMSC delivered with the curriculum area
* Ensure that there is consistency of assessment across the designated area and ensure that the assessments are appropriate to enable all pupils to achieve expected and more than expected progress
* Monitor and review the delivery of the curriculum from other team members
* Identify excellent practice and those in need of development.
* Ensure all teachers *(including those from outside the department area)* are provided with the resources to enable them to teach content effectively.
* Ensure cover work is suitable and supplied as required for the faculty.
* Ensure team members have the knowledge to deliver and teach the controlled assessments effectively and seek training where appropriate – including health and safety and the use of new technologies.
* Contribute to the whole school Growth Curriculum area of Artistic Expression.
* Play an active part in developing Oracy through Drama, linking to the whole strategy.

**Leadership and Management**

* Produce a regular *(after each data collection)* review of progress relating to examination performance and suggest areas for development with respect to their specific area of responsibility.
* Contribute to the school improvement plan by setting and reviewing targets for the development of their specific area of responsibility.
* Encourage team members to develop their professional development and recommend training that might be appropriate.
* To support Head of Faculty in designing and developing departmental trackers for all year Groups.
* Lead department team meetings and briefings as necessary.
* Stand in for the Head of Faculty in their absence.

**Behaviour and Safety**

* Recognise ‘hot spots’ for behaviour during Drama lessons.
* Track the quality and quantity of homework tasks identifying trends and areas for development.
* Promote and celebrate the faculty raising the profile of the department through competition entries and promotional events.
* Promote and implement the vision of the faculty leader and school improvement plan.
* Promote the production and application of positive rewards within the designated area of responsibility
* Support the HOF with behaviour monitoring and management within the faculty.
* Work with specific staff in a mentoring / coaching role as defined by HOF.

**Monitoring and Review**

* Review the progress of students after every whole school data entry point and ensure catch up students in Drama make rapid progress.
* Identify students and/or groups of students underperforming and those meeting and exceeding their assigned target grades.
* Track the progress of students through the use of student voice, learning walks, lesson observations, whole school data, faculty data, work scrutiny and learning conversations.
* Develop and implement intervention strategies to improve progress of individuals and groups.
* Support teaching staff and support staff in the implementation of strategies.
* Review effectiveness of interventions through further use of monitoring.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification – Subject leader for Drama**

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*Key: A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation*

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| **CRITERIA** | **ESSENTIAL** | **M.O.A** | **Criteria Met** |
| **EXPERIENCE**  *(Relevant work and other experience)* | Experience of working in a school  Ability to teach KS3 and examination courses at KS4 | AF/I  AF/I |  |
| **SKILLS AND ABILITIES**  *(e.g. Written communication skills, dealing with the public)* | Excellent teacher performance in the classroom and ability to utilise an effective range of teaching and learning styles  Ability to create a learning environment that values all students equally and enables all to achieve  To provide opportunities for students to develop awareness of cross-curricular themes and key skills  Ability to work under pressure and meet competing deadlines  Knowledge of the curriculum and current issues in education  Ability to work in a pastoral team as a form tutor  Good understanding and competence in ICT  Good organisational skills  Excellent communication skills – written and verbal  Set high expectations for student behaviour and establish a clear framework for classroom discipline which promotes self-control and independence whilst managing students’ behaviour constructively  Work effectively as part of a team; developing positive relationships with colleagues, students, parents and other agencies as appropriate  Willingness to be involved in the extra-curricular programme within the faculty  Committed to raising standards in the school  High level of self-motivation and energy and enthusiasm for the education of young people | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |  |
| **TRAINING** | Willingness to undertake appropriate training  Willingness to deliver appropriate training within the school training plan | AF/I  AF/I |  |
| **EDUCATION/** **QUALIFICATIONS** NB Full regard must be paid to overseas qualifications | Qualified teacher status  Degree or equivalent  Subject specialism that has been applied for | AF/I  AF/I  A/F/I |  |
| **OTHER** | Ability to respond flexibly and adapt to changing and challenging circumstances  Ability to persuade, negotiate and influence others  Ability to maintain strict confidentiality of information received and processed as part of the job role  Ability to set and maintain high standards within the drama team  Ability to project a professional image for the school  Ability to have a flexible approach to work to meet the needs of the school | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |  |
| **CONTRA INDICATION** | Criminal convictions involving offences against children | AF/I |  |

We are part of Washwood Heath Multi Academy Trust, welcoming students from 11 years old to 16 years old, providing a standard of academic excellence for secondary and education. We are very proud of the positive learning experience offered to our students and the support available to ensure they achieve their full potential. **We:**

* offer an excellent induction programme within a friendly and supportive environment
* offer a whole range of opportunities to further develop colleagues’ teaching skills and leadership

potential, including a Supportive NQT Induction Process & Policy, Career Pledge for Teachers to support at each stage of career, paid opportunities to upskill via apprenticeship levy (right up to masters level).

* are creative and innovative in our approach to all aspects of school life
* have motivated, vibrant, multi-ethnic students and staff
* have a strong family ethos where individuals are respected and valued
* are part of the WHA Trust that provides numerous professional development opportunities

**We know you would love working at Saltley Academy. We have wonderful, enthusiastic students and amazing staff who always go the extra mile for their classes.**

*Saltley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*