THE ELMGREEN SCHOOL

DUNRAVEN EDUCATIONAL TRUST

HEAD OF DRAMA

Responsible to: **Assistant or Deputy Headteacher**
Pay scale: **ILPS + TLR 2b**
Work pattern: **Full-time**
Location of post: **The Elmgreen School, SE27 9BZ**

JOB DESCRIPTION

Key Responsibilities:

Strategic Direction and Planning of Drama

- To provide professional leadership for the department
- Develop and implement policies and practices which reflect the school's commitment to high achievement and effective teaching and learning
- Lead the development of appropriate syllabuses, assessment and teaching and learning strategies for the development and resourcing of Drama
- Promote teamwork, creating a climate which enables other staff to develop
- Establish a clear, shared understanding of the importance and role of Drama in preparing students for the opportunities and responsibilities of adult life
- Use data effectively in Drama and implement effective strategies to monitor and support student progress
- Monitor the progress made in achieving Drama plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement
- Lead curriculum development for the department in line with national initiatives and supporting the aims of the school.

Teaching and Learning

To secure and sustain effective teaching of Drama, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.

- Ensure curriculum coverage, continuity and progression in Drama for all students of all abilities
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of this subject and of individual students

- Ensure effective development of student literacy, numeracy, and information technology skills through Drama
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, using this information to recognise achievement and to assist students in setting targets for further improvement
- Ensure that information about students achievements in previous classes and schools is used effectively to secure good progress in Drama
- Evaluate the teaching of Drama in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
- Ensure effective development of students individual and collaborative study skills necessary for them to become increasingly independent in their work and able to complete tasks independently when out of school
- Ensure that teachers of Drama are aware of its contribution to students understanding of the duties, opportunities, responsibilities and rights of citizens
- Ensure a partnership with parents to involve them in their child's learning of Drama, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, in order to extend the Drama curriculum, enhance teaching and develop students wider understanding
- Develop opportunities for students to perform individually and in groups including organisation of Drama productions, showcases etc. and participation in other Drama opportunities.

Leading and Managing Staff

To provide the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.

- Develop and enhance the teaching practice of others
- Assist staff in achieving positive working relationships with students
- Play an active role in the recruitment of staff within the department
- Ensure staff development needs are identified, met and supported
- Establish clear expectations and effective working relationships among staff involved with Drama, including through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate
- Evaluate practice and develop an acceptance of accountability
- Undertake Performance Management Reviews, staff induction and appraisal as required, enhancing personal effectiveness, addressing professional needs and ensuring staff well-being
- Lead professional development of Drama staff through example and support
- Ensure that the Headteacher, senior leaders and governors are well informed about Drama policies, plans and priorities, the success in meeting objectives and targets, and subject -related professional development plans
- Ensure that classrooms are maintained and organised to provide the best possible learning environment
- Ensure all staff are meeting requirements of SEN Code of Practice
- Play a leading role in maintaining good order in the school, reflecting on our Code of Conduct and reinforcing high expectations of behaviour, particularly in

departmental teaching areas and corridors

Efficient and Effective Deployment of Staff and Resources

To identify appropriate resources for Drama and ensure that they are used efficiently, effectively and safely.

- Establish staff and resource needs for Drama and advise the Headteacher and senior leaders of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans, to achieve value for money
- Deploy, or advise the Headteacher on the deployment of, staff involved in Drama across the age and ability range
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Use accommodation to create an effective and stimulating environment for the teaching and learning of Drama
- Ensure that there is a safe working and learning environment in which risks are properly assessed

Other

- To unequivocally support and promote the values and ethos of The Elmgreen School
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- Take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- Work in accordance with the Schools Health and Safety Policies and Procedure
- To undertake such other duties as laid down in the School Teachers Pay and Conditions document.

PERSON SPECIFICATION

Please provide evidence for the criteria of the Person Specification in the supporting statement of your application form

Essential Experience

- Proven excellence as a classroom practitioner
- Teaching across the age and ability range
- Ability to function as an effective member of a team
- Evidence of successful experience of raising standards
- Effective and innovative application of ICT to learning
- Effective approach to behaviour management

- Personnel management

Desirable Experience

- Leadership of an aspect of a Drama department
- Development and recruitment of staff
- Policy development
- Initiation of change

QUALIFICATIONS AND TRAINING

- Graduate specialist with qualified teacher status
- Evidence of continuing professional development, providing balanced and relevant preparation for subject leader role
- Awareness and understanding of key national issues which affect Drama

SKILLS AND ATTRIBUTES

- The ability to lead, manage, motive and promote effective relationships
- Ability to foster an efficient, positive, happy department
- Excellent communication skills verbally and in writing
- Sensitivity to empathy with the needs of others
- Commitment to quality and professionalism
- Personal integrity
- Commitment to high standards and high expectations for both colleagues and students
- Resilience and the ability, under pressure, to manage stress levels and to maintain professionally detached and balanced judgement
- Commitment to aspire to excellence both personally and as a member of a team

KNOWLEDGE AND UNDERSTANDING

- Sound knowledge and experience of the subject curriculum, including the national curriculum GCSE and A level.
- Familiarity with current education legislation and issues and the implications for implementation
- Ability to monitor and review, analyse, use data, and make strategic decisions to improve learning
- Implication of the Code of Practice for Special Educational Needs for teaching and learning in Drama

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Equal Opportunities

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

The Elmgreen School is a non-smoking and non-vaping environment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled bv: AMI	Created: 04.05.2009
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