

## ***JOB DESCRIPTION***

**POST:** **Lead Teacher of Drama**

**ACCOUNTABLE TO:** **Assistant Principal**

### **JOB PURPOSE:**

- To raise standards of student attainment and achievement in Drama
- To develop and enhance the teaching practice of others
- To promote, monitor and evaluate practices that result in students engaging in their learning
- To assist with the Subject Improvement Plan relating to improving teaching and learning
- To assist with departmental intervention strategies and monitoring

### **Professional Responsibilities**

Within the academy's overall aims and policies, the Lead Teacher of Drama will have the following specific responsibilities:

- Coordinating the work of Drama, where necessary and appropriate, with other areas such as Inclusion and ICT
- Setting aims and objectives for the subject in consultation with the rest of the team and senior leaders
- Ensuring and facilitating good coordination and cooperation with other subject areas

### **Supporting the Curriculum**

- Ensuring that appropriate schemes of work are drawn up and implemented
- Coordinating the assessment of student progress, including National Curriculum Assessment (NCA), and recording in the subject
- Providing support to staff in the subject in order to promote effective teaching and learning, classroom management and professional development
- Model good practice
- Monitor and evaluate teaching and learning in the subject area, highlighting strengths and addressing areas of weakness. This will include lesson observations, participating in academy reviews and external monitoring
- Create a positive climate for learning
- Ensure the needs of all students in the subject area are met
- Maximise opportunities for educational enhancement

### **Performance Management**

- To participate fully in the academy's Performance Management process
- To undertake performance management reviews, including the monitoring of teaching and learning within Drama
- Attend relevant INSET training

### **Knowledge, Skills & Experience**

- Keep up to date with developments relating to the subject area
- Review and maintain your own professional practice through agreed development activities
- Ensure statutory requirements are met
- Ensure a secure knowledge and understanding of all academy policies and procedures

### Academy Policy

- Contribute to development of, and adherence to, academy policy
- Represent the subject area at internal and external networking meetings if requested
- Support the academy vision and ethos

### Personnel

- Identify and support Continuing Professional Development (CPD) needs of others
- Participate in the selection of new staff
- Delegate responsibilities as appropriate
- Communicate effectively to all members of the team
- Work collaboratively with other staff and outside agencies
- Meet in accordance with calendared meetings and with line managers as agreed
- Support the guidance, coaching and mentoring of staff

### Student Outcomes

- Appraise senior leaders of developments within the curriculum area
- Set targets for attainment based on data
- Monitor progress against these targets using interim data
- Report to Assistant Principal on student progress

### Resources and Accommodation

- Ensure accommodation is conducive to learning
- Ensure effective deployment of resources
- Report anything unsafe

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with some of the most vulnerable students
- Good attitudes to use of authority and maintaining discipline

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

May 2022

Signed: \_\_\_\_\_  
(Post holder)

Date: \_\_\_\_\_