

JOB DESCRIPTION
Second in Performing Arts – Head of Drama

Job Purpose

- Support the Senior Leadership Team in carrying out the collective vision for the Academy
- Lead and manage a subject area
- Improve student outcomes across a subject area
- Help set the strategic direction for the Faculty, with particular focus on Drama
- Support the Faculty Leader to monitor, evaluate and review the Faculty
- Performance manage identified staff as appropriate
- Promote and deliver high quality extra curricular learning
- Actively participate in activities in support of the aims of the Academy
- To enhance and promote the specialism by
 - Directing/facilitating the direction of the school musicals, plays and showcases
 - Arranging workshops and trips within the faculty
 - Assisting with presentations and performances
 - Delivering extra-curricular activities (including organising the annual school show, musical performances and any other out of hours productions relating to music and/or performing arts).

Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- Promote the welfare of children

Accountable to: Faculty Leader

Accountable for:

- Student outcomes across a subject area
- Overall performance of a subject area
- Provision across a subject area
- Day to day operation of a subject area
- The environment of the subject area
- Safety and welfare of students across the subject area
- Extra-curricular learning across the subject area
- The effective and efficient use of resources

Key Accountabilities:

Faculty

- Work closely with all members of the Faculty to achieve Faculty and whole Academy aims and to assist with whole school projects
- Lead the Faculty as required during INSET, Twilight, Teaching and Learning and Faculty meetings
- Support the planning and delivery of INSET, Twilights and Teaching and Learning meetings
- Support the Faculty Leader in setting cover for absent colleagues
- Support the Faculty Leader on discipline
- To undertake planned supervision of students' out of school hours learning activities, lead person for organising the annual school show, musical performances and any other out of hours productions relating to performing arts and/or music

Outcomes

- Improve student outcomes across the subject area
- Hold staff accountable for their performance across the subject area, with the Faculty Leader
- Work with the Faculty Leader to improve rates of progression
- Work with the Faculty Leader to ensure that staff intervene and, if necessary, other interventions take place at the earliest possible time, to ensure that pupils make good or better progress across the subject area

Data and Assessment

- Monitor pupil outcomes and progression across the subject area
- Co-ordinate assessment across the subject area
- Ensure that assessment protocols are robust across the subject area and that all data provided is accurate

Quality Assurance

- Assist with Quality Assurance across the subject area, including lesson observation, learning walks, work scrutiny and pupil voice, with the Faculty Leader
- Support staff in following up outcomes of lesson observations and Quality Assurance across the Faculty, with the Faculty Leader
- Assist the Faculty Leader with self-evaluation across the Faculty, specifically in relation to outcomes and provision within a subject area

Meetings

- To lead, participate and contribute to appropriate meetings and staff development as required
- Year 6 Open and Transition evening
- Year 9 Guided Choices evening
- Post 16 Options evening

Schemes of Work

- Embed quality teaching and learning strategies across the subject area through supporting the development of appropriate schemes of work
- Co-ordinate of medium term Schemes of Work across the subject area

Curriculum

- To ensure the delivery of high quality teaching and learning opportunities for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- Review systematically, change and modify the curriculum offer across the subject area as necessary, by planning suitable courses for students of all abilities and to meet the wider aims of the Academy
- Establish and maintain schemes of work and programmes of study across the subject area
- To ensure that ICT is an integral part of the curriculum
- To keep abreast of current developments in the educational field to enable effective curriculum planning
- To assess students' work and report on outcomes as required
- To work with other Faculties as appropriate

Pastoral

- Take responsibility for the effective care and guidance of a tutor group
- Monitor the academic performance of students within a designated tutor group

Community

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Work with partner primary schools, Further Education and Higher Education establishments, to ensure successful transfer of students in conjunction with other staff
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in performance management activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness

PERSON SPECIFICATION

Subject Leader

| | Essential | Desirable |
|----------------------------|---|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Well-qualified graduate • Awareness of current developments within education and the subject area | |
| SAFEGUARDING | <ul style="list-style-type: none"> • Full understanding of Safeguarding requirements and how teachers promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK | |
| TEACHING EXPERIENCE | <ul style="list-style-type: none"> • Outstanding or good teaching ability at all relevant Key Stages • Strong use of data to inform teaching and improve learning • IT literate, making highly effective use of ICT to enhance teaching across an area | <ul style="list-style-type: none"> • Commitment to extra – curricular activities |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Ability to effectively lead and manage a team of people • Commitment to raising achievement and a clear understanding of how to enable this • Proven experience of improving student outcomes • An innovative and positive attitude • Ability to work effectively as part of a team • Excellent communicator, both orally and in writing | <ul style="list-style-type: none"> • Proven leadership experience at middle leadership level for at least 2 years • Leadership experience of Quality Assurance across an area • Experience of leading staff development • Strong line management experience • Strong performance management experience |