

**Position: - Head of Drama**

<b>Job Title:</b>	Head of Drama
<b>Hours:</b>	Full/Part Time
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Up to £48,000 depending on experience and qualifications.
<b>Responsible to:</b>	Headteacher/Senior Leadership Team

**Job Description:**

A fantastic opportunity has arisen for an ambitious and ideas driven Head of Drama to work in our Secondary school. Applications are welcome from a Drama Teacher looking to take on additional responsibilities. The successful candidate will work collaboratively within our team and lead on the drama curriculum within the academy. You will have a natural flair for leadership, delivering creative and vibrant lessons that enthuses and motivates all students to want to learn and achieve. You will need excellent communication skills and be able to work collaboratively with the Head Teacher, Senior Leadership Team and your direct team.

**General Main Duties and Responsibilities:**

The Head of Drama is responsible for leadership of the Drama Department which consists of subject teachers, peripatetic LAMDA teachers and technical support staff.

The Head of Drama shapes the direction of the department, promotes the subject across the School and ensures that teaching and learning and extra-curricular drama projects are of the highest standards.

- To be responsible for the development of courses of study in their department and budgeting for provision of adequate teaching materials.
- To ensure that there is a consistent method of assessment which is applied in their departments through the use of departmental work scrutiny.
- To monitor the performance of individual students and classes across their department with respect to performance indicators.
- To provide line management support and guidance to the Drama team, particularly those in their first year of teaching.
- To ensure the Drama team are engaged in the activities and work being undertaken in the School, holding departmental meetings with prepared agenda to provide updates, and where required encouraging attendance at staff meetings and events.
- To keep abreast of curriculum development and ensure that members of the Department do likewise.
- To ensure high levels of teaching and learning within their departments by the use of regular lesson observations.
- To devise, deliver and evaluate extra-curricular drama programme to enhance and inform work undertaken within the curriculum.
- To monitor the contribution and development of members of your department, through regular one to one discussion, identifying individual needs for in-service development, training, project involvement, job shadowing etc.
- To meet with the Principal and Senior Leadership Team on a regular basis to discuss results and other matters pertaining to the Department.
- To liaise with colleagues and review plans to ensure best provision for all pupils including those with individual needs.
- To liaise, and ensure the involvement of colleagues on cross-curricular events involving Drama, e.g. Citizenship Day.
- To delegate effectively areas of responsibility where this is appropriate, ensuring continued support and guidance as required.
- To monitor their subject's contribution to the PSHCE curriculum.

- The Head of Department will take an active role in supporting the academic wellbeing of all students of Drama. He/She will liaise closely with departmental staff to identify academic areas of need and will communicate with parents accordingly.
- The Head of Drama will lead a whole school production, typically held every two years.
- To organise and take a leading role in school trips which are of educational value to pupil learning
- To operate within the School's Health & Safety Policy and other school policies.
- To appraise members of their department in line with School policy.

### Teaching:

- To aim to transmit to the pupils their enthusiasm for and expertise in their subject.
- To encourage achievement and academic rigour, undertake regular and consistent assessment of the girls' progress, in line with departmental policy, and communicate with parents both orally and in written reports, according to school policy.
- To be punctual for lessons and monitor pupils' punctuality and attendance.
- To aim to keep up to date with developments in their subject and new teaching methods and wish to implement those in the classroom when appropriate, making full use of available facilities to include the regular use of peer observations.
- To monitor the performance of individual student with respect to performance indicators.
- To ensure work is differentiated to take into consideration differences in ability, aptitude and learning style of all girls in their classes
- To be prepared to take the role of Form Tutor/Shadow Form Tutor, this involves developing good working relationships with the students and overseeing their well-being.
- To liaise, as necessary, with Form Tutors and Heads of Year
- To be prepared to deliver topics covered in form time and in the PSHCE programme. 31.
- To be prepared to do duties and cover which may reasonably be required and to attend meetings at school and departmental level, related to the curriculum or organisation of the school.
- To be prepared to contribute to the extracurricular life of the school.
- To maintain good order among the pupils and safeguard their health, safety and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
- To ensure that their behaviour and actions do not place pupils or teachers at risk or harm or at risk of allegations of harm to a pupil.
- To act as positive role models and in a professional manner at all times.
- To familiarise themselves with and follow all school policies.
- To check their school email at least once every school day, responding and dealing with requests for information where required

### Head of Drama – Personal Specification:

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A good honours degree in an appropriate subject</li> <li>• Evidence of Continuing Professional Development</li> <li>• Qualified Teacher Status</li> <li>• A degree in which Drama is a component or a relevant qualification in Drama-related studies</li> <li>• Have a minimum of 3 years' experience teaching Theatre Studies/Performing Arts to A level</li> </ul>	A higher degree or other professional qualification
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Knowledge of up-to-date coaching philosophies and methods</li> <li>• Knowledge of developing young Drama students</li> <li>• Knowledge of relevant governing body programmes, policies and practices</li> </ul>	Have evidence of successfully leading and managing staff in curricular or professional development.

	<ul style="list-style-type: none"> <li>• Have evidence of teaching Drama to at least Key Stage 4 level.</li> <li>• Have evidence of the application and development of ICT to raise standards.</li> <li>• Willingness to lead extra-curricular activities</li> <li>• Experience of leading a team</li> <li>• Excellent subject knowledge</li> <li>• An ability to deliver creative and engaging lessons</li> <li>• Up to date knowledge of child welfare issues.</li> <li>• Excellent classroom management</li> <li>• Excellent organisational skills</li> <li>• Excellent command of English both spoken and written</li> <li>• Excellent interpersonal skills</li> <li>• Knowledge of leading successful teams</li> <li>• Think strategically</li> <li>• Successfully lead, manage and direct colleagues, specialist practitioners and assistants</li> <li>• Show innovation and initiative</li> <li>• Inspire, motivate and encourage staff and students</li> <li>• Communicate effectively</li> <li>• Delegate fairly and reasonably</li> <li>• Carry out effective quality control</li> <li>• Demonstrate high levels of organisation and time management</li> <li>• Be proactive in all areas of responsibility</li> <li>• Work as a member of a larger team with colleagues across the whole School</li> <li>• Encourage leadership and responsibility in others</li> </ul>	Budgetary management
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to undertake manual work and to perform tasks</li> </ul>	
<b>Personal Qualities:</b>	<p>As Head of Drama you will need to demonstrate the following attributes.</p> <ul style="list-style-type: none"> <li>• Commitment</li> <li>• Dedication</li> <li>• Confidence</li> <li>• Adaptability</li> <li>• Resilience</li> <li>• Empathy</li> <li>• Patience</li> <li>• Respect</li> <li>• Inspirational</li> </ul>	

	<ul style="list-style-type: none"> <li>• Proven ability to persuade and influence staff</li> <li>• Flexible approach to working hours</li> <li>• Positive 'can do' attitude to personal development</li> <li>• Passion for helping children and young people learn about the living world.</li> <li>• Trustworthiness and integrity.</li> <li>• Be tactful and diplomatic in his/her dealings with others.</li> <li>• Be aware of personal strengths and shortcomings.</li> <li>• Be able to seek and take advice.</li> <li>• Demonstrate an understanding of the school ethos.</li> <li>• Demonstrate an enthusiasm for the post.</li> <li>• Demonstrate dynamism and drive.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Ability to engender confidence in young people.</li> <li>• A warm, friendly and patient manner.</li> <li>• Ability to build positive relationships with all pupils that allow them to achieve to their highest potential.</li> <li>• Discipline and time management skills.</li> <li>• Should have a good sense of humour</li> </ul>	
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**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

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