**Head of Drama Job Description**

**Job Title:** Head of Department

**Salary:** MPS/UPS + TLR

**Responsible to:** Director of Performance Faculty

**The Role**

We are looking for a passionate, enthusiastic Head of Drama to join our transformational school community by developing an enriching, exciting KS3 & 4 curriculum which leads to outstanding progress and attainment in your subject. The successful candidate will be proactive, creative and an innovative thinker who will teach our Year 7 -11 students to an exceptional standard, and then to lead the appointment, training and development of future department teachers, and curriculum. The Head of Drama will continue to lead our KS4 classes on their GCSE courses. To lead a professional community of subject teachers to ensure consistently excellent teaching and high standards across your department. As part of the role of Head of Drama, our successful candidate will be willing to fulfil extra curricular activities for our supportive Performance Faculty where we pride ourselves on our team ethos. The successful applicant will be expected to take a lead role in the annual academy production.

**Leadership Responsibilities**

* Design an engaging and challenging curriculum that enables all students to achieve at the highest level.
* Lead and manage a professional community of subject teachers to ensure the highest student attainment and progress, delivering training, coaching and mentoring to your team of teachers as required.
* To put in place the systems and structures at a department level that lead to outstanding teaching within your department.
* Tracking, monitoring and accountability for the progress and attainment of students.
* To ensure monitoring and feedback for students work is of the highest standard across your department.
* To establish and oversea procedures for inducting and mentoring NQTs, into the department.
* Modelling for all subject staff exemplary practice in terms of managing difficult and challenging behaviour from students, and establishing a culture of high expectations within your department.
* Co-ordination and delivery of department enrichments and interventions.
* If required, deliver high-quality training on teaching and learning to teachers outside your department, focusing on your areas of particular expertise.
* Leadership and support of all subject teachers within the academy

**Leadership of the Subject Community**

* Assisting in the professional development of teachers including training, coaching and mentoring as may be appropriate
* Developing strong partnerships and ensuring regular and productive communication with parents
* Developing others’ practice to sustain best possible outcomes for students
* To take part in the line management and performance management of departmental staff
* To ensure that systems are in place that enable all lessons in their subject area are outstanding
* To engage in faculty review process by supporting the Director of Faculty in ensuring that departmental staff are fully prepared. Following the review produce an action plan and lead on its implementation within the department

**Teaching and Learning**

* Establish a department development plan, target-setting procedures and review processes
* Teach outstanding lessons that motivate, inspire and accelerate student progress
* To ensure that all lessons delivered within the department follow the agreed curriculum and scheme of work (including for absent colleagues)
* Monitor and assess teaching and learning within the subject
* Manage a departmental budget and resources effectively and efficiently
* Implement and adhere to the academies behaviour management policy, ensuring the health and well-being of students is maintained at all times
* Participate in preparing students for external examinations by ensuring they all have adequate access to revision materials, techniques, resources and strategies
* Maintain regular and productive communication with students, parents and carers, to report on progress, sanctions and rewards and all other communications
* Keep abreast of any educational developments that could improve the teaching and learning within their department

**Curriculum and assessment**

* Develop high quality syllabuses and schemes of work for all year groups, in line with the academy’s curriculum and vision, that are inspiring for learners and teachers alike
* Set rigorous, measurable and significant assessments for the students in line with academy policy
* Follow effective systems for the monitoring and evaluation of student progress
* Monitor student assessments through the use of QLAs to inform lesson planning and intervention
* To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
* To ensure the creation of high quality knowledge organisers to support the academy homework policy

**Assessment**

* To fully engage with the scheduled RAP program, ensuring all staff are fully prepared and able to contribute to meaningful discussions making certain that all agreed actions are completed
* Plan high quality intervention programs making use of assessment data which must be directed at appropriate students by relevant staff
* To be responsible for KS4 outcomes in your department
* To report to SLT line managers student progress at the end of each assessment block
* In September produce a detailed analysis of KS4 results (SEF) to be delivered to relevant audiences and to inform the following years development plan

**Academy Culture**

* Support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help further develop an academy culture to ensure students receive a world class education
* Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required
* Maintain the high academy’s high aspirations and expectation of self and others

**Other**

* Undertake other various responsibilities as directed by your Line Manager or Principal
* To continue personal development as agreed at appraisal.
* To engage actively in the performance review process.
* To address the appraisal targets set by the line manager each Autumn Term.
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Body (STPCB) not mentioned in the above.
* To be familiar with Safeguarding requirements as outlined in the document Guidance for safer working practice for adults who work with children and young people in educational settings and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults
* To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and learners to follow this example.
* To support the Academy in meeting its legal requirements for worship.
* To promote actively the Academy’s corporate policies.
* To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.
* To show a record of excellent attendance and punctuality.
* To adhere to the Academy’s Dress Code.

**This** **post** **is** **subject** **to** **an** **enhanced** **DBS** **disclosure.**

The post holder must be committed to safeguarding the welfare of children.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. In addition, as a founder member of staff in a start-up academy, candidates should understand their role may well broaden and that all roles will be reviewed annually to ensure the team is working as efficiently as possible.