



# Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

## JOB PROFILE

<b>POST TITLE:</b>	<b>Head of Department - Drama</b>
<b>JOB PURPOSE</b>	<b>Permanent</b>
<b>GRADE:</b>	<b>MPS/UPS</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>

## MAIN DUTIES AND RESPONSIBILITIES

### Student attainment

- Implement high quality Schemes of Work to ensure all students (including from specific groups) are able to make the best possible progress.
- Be responsible for ensuring the highest possible standards of attainment are achieved by the students.
- Monitor students' progress and put in place appropriate interventions to support those students' who progress is deemed unsatisfactory.
- Analyse data on student performance and act on the findings to raise standards.
- Report regularly, as part of the school's assessment procedures on the progress of students.

### Leadership

- Develop Department Development plan in conjunction with the aims of the school.
- Ensure appropriate QA is undertaken to identify, plan and deliver actions as part of our commitment to continuous improvement.
- Enable members of the team to receive appropriate staff development.
- Induct ECTs as required and support the training of student teachers when they have been accepted into the department and support colleagues new to the school.
- Support supply teachers and teachers doing cover by ensuring that suitable material is available for lessons when members of the department are absent.
- Ask for support from SLT Link, as required.

### Communication and Meetings

- Run appropriate meetings for the team, ensuring the provision of agendas and minutes.
- Support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the Department and to SLT link.

### Finance

- Manage the Department's annual budget in a prudent manner, monitor expenditure keeping an inventory of equipment, textbooks and other resources and secure value for money.
- Oversee the provision and maintenance of effective resources for learning - textbooks, students materials, equipment, rooms.

### **School specialisms**

- Organise practical exams/NEAs in line with Exam board requirements
- Support staff/students with subject specific technical advice
- To produce the annual school show (in conjunction with the Head of Music)

### **General**

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust Health and Safety Policy, including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events, as and when required.
- Develop constructive relationships and communicate with other agencies/ professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

### **Trust**

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

**PERSON SPECIFICATION**

	Essential	Desirable
<b>Qualifications and Experience</b>		
Qualified Teacher status	Y	
Appropriate numeracy and literacy qualifications	Y	
Good relevant degree in the subject to be taught	Y	
Evidence of continuing professional development	Y	
Undertaken middle leadership training or other further qualifications		Y
<b>Experience</b>		
A good understanding of secondary practice, including Post-16	Y	
A good understanding of how children learn and can actively promote and support developments in teaching and learning	Y	
Have high expectations of student achievement and behaviour	Y	
Successfully used strategies to improve pupil attainment	Y	
Experience of supporting students of differing abilities and backgrounds	Y	
An awareness of whole school and wider educational issues and current developments	Y	
Demonstrable track record of success	Y	
Understanding of exam board requirements	Y	
Experience of the OFSTED inspection process		Y
Mentoring/coaching experience		Y
<b>Knowledge and Skills</b>		
Outstanding classroom practitioner	Y	
Have high expectations of student achievement and Behaviour	Y	
Excellent organiser	Y	
An ability to lead a team and also to be a part of a team, to achieve the academy's aims	Y	
Good interpersonal and communication skills	Y	
An ability to encourage, motivate and empower staff	Y	
An ability to promote strong links with parents and the wider Community	Y	
A competent user of ICT	Y	
An ability to manage a budget	Y	
A willingness to develop knowledge and skills to prepare for further promotion		Y
<b>Professional Characteristics</b>		
Enthusiasm	Y	
Good interpersonal skills	Y	
The drive to make a difference	Y	

Signed: \_\_\_\_\_

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

Print name: \_\_\_\_\_