

Head of Drama – TLR 2B

NAME OF TEACHER:

TEACHING ALLOCATION: 18 Teaching periods, 2 Leadership, 5 Preparation, Planning & Marking

REPORTING TO: Assistant Head / Head of The Arts

RESPONSIBLE FOR

- Drama
- Development of provision throughout both Key Stages for Literacy, Numeracy and Most Able students
- Teaching Drama classes and other subject classes as allocated by the Leadership Team

PURPOSE OF THE JOB

- To provide leadership and management for Drama
- To secure excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

- Teach Drama, including planning, setting homework, marking and assessment in line with school policies.
- Be a form tutor and take responsibility for the progress, welfare and guidance of a form group of students. Monitor attendance in your tutor group and ensure that absence notes are returned.
- Ensure that excellent teaching and learning takes place in all allocated classes
- Mark, assess, record and report on student achievement and maintain records as required.
- Maintain accurate records and use assessment data to monitor progress, targets and take action
- Contribute to the development of Schemes of Work, School and Department/whole school policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.
- Monitor targets for students on report
- Undertake specific duties as agreed with your line manager
- Attend and contribute to meetings and professional development activities
- Contribute to the school's extra-curricular programme
- Meet deadlines for reporting, marking, submission of coursework and other assignments

- Prepare students for examinations and take part in standardisation or moderating exercises as required by examination boards
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence
- Follow School Policy and support the Leadership Team in the effective operation of the school

KEY FUNCTIONS

1. Impact on educational progress beyond your assigned students

- Monitor behaviour in Drama and place students on subject report in line with the Behaviour Policy
- Monitor planning, record keeping, marking, teaching progress, homework and assessment
- Lead strategies for the development of Literacy, and Numeracy within the department.
- Have a central record of assessment data
- Lead, coordinate and monitor the Drama aspects of the Department Development Plan
- Organise events that raise the profile of Drama

2. Lead, develop and enhance the teaching practice of others

- Develop lead, coordinate and monitor the Drama Schemes of Work that all subject teachers contribute to and use.
- Observe Drama teachers each term. Coordinate peer observations
- Mentor and support colleagues (including NQTs).
- Encourage their professional development
- Use meetings to share good practice, moderate and cascade training
- Offer INSET to the Department and across the school in an area of expertise
- Establish a network with local Primary and Secondary schools

3. Have accountability for leading, managing and developing a subject. Keep abreast of subject developments.

- Prepare for Creative Arts meetings, leading aspects relating to Drama – identify the purpose, circulate an agenda and minutes
- Review Schemes of Work annually
- Use student targets to set targets for teachers of examination classes
- Following each reporting cycle, review assessment data and coordinate follow up across the subject
- Participate in recruitment and appointment of Creative Arts teachers
- Deputise for the Head of the Arts as required.

PERSON SPECIFICATION

HEAD OF DEPARTMENT

QUALIFICATIONS

- Good degree and teaching qualifications

EXPERIENCE

- Relevant and successful teaching experience
- Evidence of a willingness to develop new skills
- Evidence of curriculum development and innovation

PROFESSIONAL SKILLS

- Ability to provide vision, leadership and direction for the department
- High standard of teaching skills and excellent classroom practice
- Excellent oral and written communication skills
- Ability to function as a leader as well as a member of a team
- Ability to review, monitor and evaluate the curriculum and own work
- Ability to perform effectively in a variety of situations
- Ability to recognise and respond to the needs of students of different attainment levels
- Ability to keep efficient records
- Ability to develop as a leading professional in the school
- Ability to lead the learning and teaching in the department
- Ability to use ICT effectively

ESSENTIAL COMPETENCIES

- A professional knowledge of National Curriculum at Key Stages 3 and 4 and relevant examination and test regimes
- Wide experience and knowledge of recording, reporting and assessment
- Ability to initiate and implement and develop opportunities to maximise student achievement
- Ability to manage the organisation of a department
- A professional understanding of child protection matters and what constitutes a safe school culture.

GENERAL

Commitment to the promotion of equality of opportunity
Evidence of a high standard of attendance & punctuality