

**JOB DESCRIPTION****JOB TITLE: Head of Drama****MANAGED BY: SLT Manager****CONDITIONS: MPS/UPS & TLR 2B****Purpose of job:**

1. To secure excellent progress and attainment of all students across Drama and to ensure gaps are narrowed within the curriculum area.
2. To provide professional leadership and management for Drama and to support, develop and hold team members accountable for student progress.
3. To lead, manage and develop the curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.
4. To line manage members of the Drama team.

**Key Accountabilities:**

1. **Attainment and Progress**
  - Ensure all students, including those with SEND make at least good progress within Drama and across both key stages as defined by internal and external measures.
  - Use data analysis, including prior attainment, value added and benchmarking, to identify trends, evaluate achievement and attainment and plan interventions.
  - Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation between classes, teachers or groups of students is addressed and the achievement gap is narrowed significantly.
  - Ensure attainment within the curriculum area is at least good when compared to national averages.
  - Ensure all learners within the curriculum area acquire knowledge of the curriculum quickly and in depth.
  - Ensure all teachers within the curriculum area develop students' literacy, communication and numeracy skills.
2. **Teaching, Learning & Assessment**
  - Meet the expectations of the professional standards for teachers at the relevant level (MPS/UPS).

- Teach high quality lessons in which students make at least good progress.
- Teach all students and both key stages across the curriculum as required by the timetable.
- Lead and manage all staff within the curriculum area in order that lessons within the curriculum area are consistently good or better and lead to good or outstanding student progress.
- Ensure all staff within the curriculum area promote consistently high expectations of all students and apply whole school policies.
- Develop and lead all staff within the curriculum area so that they acquire excellent and up to date subject knowledge and are able to assess students' prior knowledge, skills and understanding accurately.
- Ensure all staff within the curriculum area systematically and effectively checks students' understanding throughout lessons, homework and over time.
- Ensure all staff within the curriculum area use well judged and imaginative teaching strategies to provide support and intervention to meet the needs of individual learners in order that they make at least good progress relative to their starting point.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students within the curriculum area.

### **3. Personal Development, Behaviour and Welfare**

- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the curriculum area in terms of achievement, teaching and learning, behaviour and safety.
- Take a lead role in establishing a positive learning environment amongst all staff and students within the curriculum area in which students are able to make a positive contribution, learn and thrive in an atmosphere of dignity and respect.
- Ensure all students within the curriculum area show high levels of engagement, courtesy, collaboration and cooperation within the curriculum area.
- Ensure all students taught within the curriculum area arrive punctually to lessons and learning time is maximised.
- Support and develop staff within the curriculum areas ability to manage student behaviour and that a systematic, consistent approach to behavior management, in line with the Eastlea Values, is applied within all lessons.
- Ensure all staff within the curriculum area take active steps to eradicate all forms of bullying.
- Ensure all staff are aware of what constitutes an unsafe situation and that staff within their curriculum area know how to keep themselves and others safe.

### **4. Leadership and Management**

- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students within the curriculum area, over a sustained period of time.
- Lead by example and demonstrate passion and ambition for the school, subject and its students.
- Lead on the self evaluation of the curriculum area and show a deep and accurate understanding of the subject's performance and of staff and

students' skills and attributes (including the forensic use of national and school data).

- Produce, implement, monitor and evaluate a subject development plan in line with the school priorities and the whole school development plan.
- Focus relentlessly on improving the quality of teaching and learning and assessment within their curriculum area and ensure that it impacts on learners.
- Provide highly positive, memorable and rich experiences for high quality learning which contributes to student achievement within the curriculum area and their spiritual, moral, social and cultural development.
- Employ highly successful strategies for engaging with parents and carers.
- Lead on highly effective strategies to improve achievement and progress by: seeking out and modeling best practice, monitoring the quality of teaching, learning, behavior and progress, developing staff through coaching, dialogue, mentoring and support.
- Provide regular feedback, line management, team meetings for team members in a way which allows for effective communication and dissemination, promotes good practice and, if necessary, addresses under performance.
- Lead on staff appraisal (and pay recommendations) and absence management.
- Use appropriate strategies to tackle student and staff underperformance and celebrate student and staff achievements.
- Lead on and engage all team members in quality assurance processes such as collaborative planning, work sampling, learning walks, student voice activities and lesson observations which allow for greater consistency in teaching and learning.
- Work effectively and positively with the governing body, the leadership team and all other staff.
- Meet the statutory requirements for safeguarding.

### **General responsibilities**

- As a leader and manager contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.
- Contribute to the effective management of the school through the implementation of school policies, code of conduct
- Be a visible presence around the school
- Attend meetings and parents' meetings relevant to the post.
- Other duties as the Head may reasonably require.

## **PERSON SPECIFICATION**

### **Education/Qualifications:**

- Qualified Teacher Status.
- Honours degree.
- Evidence of recent, relevant professional development.

### **Professional knowledge, skills and competences:**

- An ability to teach 'good' or better lessons consistently.
- The ability to enthuse and inspire others and have a 'can do' attitude.
- A passion for the subject and relentless determination that every student develops and succeeds.
- The ability to lead, coach and motivate staff within a performance management / staff appraisal framework, providing professional development and effectively challenging and managing any underperformance.
- Excellent listening skills and high levels of emotional intelligence.
- Strong organisational and time-management skills and the ability to delegate appropriately.
- Resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.
- Confidence and self-motivation.
- The ability to work well under pressure and to be decisive.
- The ability to be a positive role model for staff and students.
- High levels of honesty and integrity.

### **Experience:**

- Experience of delivering consistently good to outstanding lessons to students of all ages and abilities.
- Proven success of raising student achievement and ensuring students make good or better progress within the subject area.
- A confident use of data to inform intervention in terms of teaching and learning to raise achievement.
- Experience of implementing behaviour management strategies consistently and effectively.
- Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes.
- In-depth and up to date knowledge of the curriculum area and experience of having designed, implemented and evaluated effective, imaginative and stimulating lessons and Schemes of Work.

### **Philosophy and commitment:**

- Vision aligned with Eastlea Community School of high aspirations and high expectations of self and others.
- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour and a commitment to relentlessly implementing these strategies.
- A commitment to the responsibility to safeguard and promote the welfare of all students.

**Personal qualities:**

- Willingness to participate actively in the wider school community.
- Ambition and the potential for further promotion.
- Ability to form effective relationships with colleagues.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

## **SAFEGUARDING CHILDREN**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**