

# Job Summary and Person Specification

**Job Title:** Curriculum Leader: Drama  
**Salary/ Grade:** MPR/UPR  
**Accountable to:** Headteacher and designated SLT Line Manager



## Responsible for:

- The leadership, management and oversight of all staff working within the Drama Department, including teaching staff and associated provision.
- The organisation, development, and teaching of Drama across the school.

## Principal Purpose:

- To promote and develop outstanding teaching and learning in Drama, consistent with national, local and school policies.
- To lead a thriving Drama department which raises standards, promotes creativity and participation, and provides high-quality curricular and extra-curricular opportunities for all pupils.

## Main Teaching Duties

- To carry out the duties of a teacher as outlined in current national conditions of services and Teachers' standards.
- To assist the Headteacher in delivering the school's policies in respect of legal, moral and educational obligations.
- To participate fully in the school's appraisal and performance management processes.
- To contribute to the school's pastoral systems as required.
- To work within agreed school and departmental policies regarding teaching, assessment, recording and reporting.
- To teach Drama across the full age and ability range, including Key Stages 3 and 4.
- To plan and deliver engaging lessons 'The Cams Hill Way' following an aligned curriculum.
- To attend meetings as required within directed time.
- To participate in INSET, CPD and professional learning activities.
- To contribute to cross-curricular developments and whole school activities.
- To support and contribute to the programme of extra-curricular activities, performances and enrichment.
- To undertake additional duties under the reasonable direction of the Headteacher.

## Curriculum Leader Duties

- To lead the strategic direction and development of Music across the school.
- To raise standards of pupil attainment, progress and achievement in Music.
- To monitor and evaluate pupil progress, identifying underperformance and implementing appropriate interventions.
- To design, review and develop an ambitious, inclusive and engaging Drama standardised curriculum across all key stages.
- To ensure the curriculum reflects progression in practical and theoretical skills.
- To develop and enhance the teaching practice of colleagues within the department.
- To be accountable for leading, managing and developing all aspects of the Drama Department.
- To create a positive climate and shared understanding of the value of Drama within the school community.
- To monitor the quality of teaching, learning, homework and assessment across the department.
- To undertake work scrutiny, lesson visits and other quality assurance activities to secure high standards.

- To use data effectively to monitor standards and improve outcomes.
- To oversee examination entries, coursework requirements and moderation processes where appropriate.
- To line manage staff within the department and support their professional development.
- To participate fully in appraisal procedures, target setting and development planning for departmental staff.
- To lead departmental meetings and ensure clear communication and accurate records are maintained.
- To manage the departmental budget, resources and procurement effectively.
- To ensure Drama accommodation, equipment and resources are maintained to a high standard.
- To oversee health and safety within the Drama Department, including rehearsal spaces and electrical equipment.
- To promote and ensure adherence to whole-school behaviour systems and routines.
- To liaise with pastoral leaders, tutors and parents/carers regarding pupil progress, participation and behaviour.
- To lead and develop a rich programme of productions, showcases, clubs, trips, and enrichment opportunities.
- To encourage broad participation in Drama from all groups of pupils.
- To develop links with feeder schools, community groups, music hubs and external organisations.
- To attend and contribute proactively to Curriculum Leader and middle leadership meetings.
- To ensure alignment with whole-school vision, values, systems and priorities.
- To undertake additional duties under the reasonable direction of the Headteacher.

### **The Cams Hill Leader Behaviours**

- To be humble – pitching in, helping out where needed, and engaging with pupils.
- To be ready to learn – accepting feedback as a gift from all stakeholders, remaining curious and open to growth.
- To keep a blue head – creating the weather by remaining calm and composed under pressure, maintaining positivity, kindness, thoughtfulness, and self-awareness in every situation.
- To be kind – seeking collaboration, being thoughtful and compassionate, and showing empathy in all actions.
- To be purposeful – ensuring actions are always child centred to improve the life chances of all pupils, building a school culture where children feel valued, safe, and ambitious for their future.
- To follow the Cams Hill Way – creating the culture through accountability, responsibility, and ownership, encouraging open and honest dialogue, and challenging kindly.
- To be committed and proud – modelling excellence by going above and beyond in the right ways, being present, seen, and showing pride in what we do. Leaders teach and teach well, modelling the high standards and expectations, strong routines, and a love of learning.
- To be adaptable – embracing change to keep improving, routinely evaluating and reviewing their own practice, seeking out opportunities to learn from others, empowering all to adapt and innovate.
- To embrace high expectations – aiming for the clouds and believing that excellence is within reach for all. Setting ambitious expectations, encouraging all to strive for the best, leaving no one behind on their journey to success.
- To train to win – making every single day count because there are no second chances for our pupils. Challenging poor performance, setting high standards, and viewing every moment as an opportunity for progress, growth, and success.
- To align with the direction of travel – being united as a team, building trust, leading authentically, being open, trustworthy, acting with integrity, and being united in driving success.

## General

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and promote the overall ethos/work/aims of the school.
- Ensure that all information of a confidential nature gained in the course of duty is not divulged.
- Ensure the security of the school and those within it is maintained at all times.
- Adhere to all The Gateway Trust and Cams Hill School policies and procedures within the defined timescales.
- Understand and support the implementation of the Gateway Trust's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional learning.

## Person Specification

<b>Essential Qualifications</b>	<ul style="list-style-type: none"><li>• Degree or equivalent qualification</li><li>• Qualified Teacher Status (QTS)</li></ul>
<b>Essential Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"><li>• Proven record of raising standards and pupil achievement</li><li>• Proven record of outstanding classroom practice</li><li>• Excellent oral and written communication skills</li><li>• Ability to establish a positive presence in the school</li><li>• Ability to inspire, challenge, motivate and empower others to carry the vision of the school and faculty forward</li><li>• To be pupil focused in all regards</li><li>• To develop positive and mutually supportive working relationships with all colleagues</li><li>• To promote learning through the full range of extra-curricular opportunities and community events</li><li>• To build positive relationships with parents</li><li>• A genuine reflective practitioner</li><li>• Belief in the responsibility of a school to include pupils with a diverse range of educational needs</li><li>• Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li></ul>

## Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.