



RECRUITMENT PACK

HEAD OF DRAMA

Closing Date: 12 noon, Wednesday 22nd April 2026





**11-18 Mixed, ethnically diverse, Outstanding Academy
1,700 on roll (including 300 in Sixth Form)
One of Brent's most over-subscribed schools**

**HEAD OF DRAMA
MPS / UPS + TLR 2.3 (£8,611)
(Inner London Allowance)**

Claremont High School is proud of its strong reputation for academic excellence and its rich tradition in the performing arts. We are seeking to appoint a talented, committed and ambitious Head of Drama to lead this highly regarded subject from September 2026.

Drama is a valued and well-established part of school life at Claremont, with a strong uptake at Key Stages 4 and 5. In this key leadership role, you will inspire creativity, confidence and self-expression in our students, nurturing the next generation of theatre-makers. The Head of Drama will lead a vibrant curriculum and drive a rich programme of productions, performances and enrichment opportunities. There will be significant opportunities to collaborate with colleagues across the school to shape and enhance our creative and co-curricular offer.

The ideal candidate will possess the academic, teaching and leadership skills required for this important role, alongside the vision and ambition to take the department to the next level.

As a valued member of the Claremont family, you'll benefit from:

- Continuous professional development opportunities
- Great career progression and growth
- A collaborative team where our teachers love to work and thrive

This is an exciting opportunity to lead a successful department and continue to develop its provision both within and beyond the classroom.

Details of the Drama Department in terms of teaching staff, syllabi and resources can be found on the school website under Curriculum.

Further details about the Drama curriculum, team and facilities can be found on our website.

To apply, please refer to:

[Claremont High School, Claremont Avenue, Kenton, Harrow | Teaching Jobs & Education Jobs | MyNewTerm](#)

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JOB DESCRIPTION

HEAD OF DEPARTMENT

Responsible to: SMT / Senior Line Manager

Responsible for: Department members

TLR: 2.3 (£8,611)

The Head of Department has a key role within the school, which is to deliver, to the students, the best possible educational experience within that subject area.

S/he is expected to contribute to the formation of whole school policy and procedures, and to implement them. S/he is expected to take responsibility for a particular group of staff and students, resources and curriculum within the departmental context, and under the auspices of a particular Senior Line Manager.

The Head of Department is directly responsible to the subject Senior Line Manager and has a key role in liaising and communicating with other post holders - SMT, other Heads of Department, Heads of Year etc, and with departmental staff in the interest of the services offered to the students.

1. **STAFF** with the support and guidance of the Senior Line Manager:
 - 1.1 coordinate and manage the work of teachers in the Department to meet school and national requirements of policy and practice;
 - 1.2 assist in the selection, appointment and promotion of staff within the Department;
 - 1.3 be responsible for performance and professional development of members of the department. This will include advice on appropriate courses, reading, extension of professional experience and an annual review with each member of the Department of their work;
 - 1.4 be responsible for coordinating and managing the work of specialist support staff;
 - 1.5 be responsible for the induction and assessment of EXTs, Beginning Teachers and new teachers in the Department;
 - 1.6 supervise the work of supply teachers in the Department;
 - 1.7 support teachers in the Department in the maintenance of good order and discipline.
 - 1.8 coordinate and manage the work of the team to meet school and national requirements of policy and practice so that they are able to support pupils' progress.

2. STUDENTS

- 2.1 be responsible for maintaining high standards of work and behaviour in the Department;
- 2.2 be a first point of reference for difficulties with class or individual work or behaviour;
- 2.3 ensure that support and appropriate sanctions are used to address homework difficulties, in line with school policy;
- 2.4 liaise with tutors, Senior Line Manager, Heads of Year and Parents about students and classes causing concern and participate in any necessary arrangements to support such students;
- 2.5 Contribute to the school's agreed system / programme of staff review and development through monitoring the progress of staff towards meeting the school's overall aims and objectives. Leading, developing and enhancing the teaching practice of other teachers within the faculty.

3. COMMUNICATIONS

- 3.1 Set appropriate agendas for meetings, department training and development activities and arrange publication of brief minutes; (noting action points and timescales) to the Department, SMT and other interested persons;
- 3.2 Seek, coordinate and represent the views of the Department and attend appropriate meetings with senior colleagues;
- 3.3 Report proposals and the views of senior colleagues to the Department / Faculty;
- 3.4 Prepare reports for Governors, Senior Management, Advisors, Consultants, and other persons on the work of the Department;
- 3.5 Liaise actively with appropriate external agencies: e.g. Advisors, Consultants, Teachers' Centres, examination Boards and industry;
- 3.6 Communicate with other staff and parents, as appropriate, information about pupils' work, behaviour and attendance.
- 3.7 Ensure the production of department documentation such as annual subject reviews, annual examination reviews and the department development plan Disseminate information and consult colleagues as necessary

4. ASSESSMENT, RECORDING AND REPORTING / GENERAL RECORD KEEPING

- 4.1 To implement the school's policy on Assessment, Recording and Reporting, to include Target setting;
- 4.2 To maintain all appropriate Department records: e.g. Assessment, centralised marks, examination entries; finance; learning resources; exam syllabuses schemes or work; job descriptions;
- 4.3 Make these records available to SMT, Governors, members of the Department as appropriate;
- 4.4 Implement school policies for record keeping and assessment of pupils' work, behaviour and attendance.

5. CURRICULUM

- 5.1 Have responsibility for the development and implementation of the Department curriculum and schemes of work;
- 5.2 Monitor the setting of homework and ensure that tasks are integrated within schemes of work;
- 5.3 Ensure that the Quality of Education /curriculum accords with the aims of the school. (This includes having a full curriculum intent and implementation plan)
- 5.4 Ensure that pupils follow appropriate examination courses and are entered for the appropriate examinations;
- 5.5 Ensure that pupils are properly prepared and that their work is assessed in, for example, the oral, practical and coursework requirements of the examination boards;
- 5.6 Be responsible for all examination arrangements for the Department for school examinations, and all subject specific arrangements in conjunction with the School Examination Officer for external examinations.

6. RESOURCES AND ENVIRONMENT

- 6.1 Be responsible for the cataloguing, maintenance, storing and accessibility of all learning materials and equipment. To have proper regard for the safety of equipment and its use;
- 6.2 Be responsible for the ordering distribution and replacement of appropriate learning materials and supplies;
- 6.3 Be responsible for the compliance with the school Health and Safety policy in the Department's rooms, offices, stores and corridors and in any activity with pupils on or off the school site organised by the Department;
- 6.4 Be responsible for field trips and visits where appropriate, keeping expenditure within budget and ensuring that such activities contribute to the planned curricular experience of all pupils.
- 6.5 Be responsible for oversight of Peripatetic music lessons.

TITLE OF POST: TEACHER - Inner London Allowance

Responsible to: Head of Department
 Heads of Years

Responsibilities:

- To plan, deliver and assess appropriate lessons which ensure that the potential of all students is fulfilled.
- To continue positively and accept delegation, with department colleagues, to the production, implementation and evaluation of department Schemes of Work and resources.
- To encourage students by regular marking, advising constructively by using targets and giving appropriate praise.
- To be aware individual students' needs, whether they are academic or social, and liaise with Support Staff when necessary.
- To perform the role of Form Tutor
- To monitor assessment through use of data and target setting, and to maintain records of assessments of the students and levels of attainment as laid out in the National Curriculum, where appropriate.
- To ensure quality of students regardless of ability, age, class, culture, disability, faith, gender, race or sexual identity.
- To follow the ethos of the school and the department by promoting high standards of all students and maintaining high expectations both in and out of lessons.
- To provide a positive environment where effective teaching and learning can take place and create opportunities for students to develop wider skills for later life.
- To communicate effectively and be willing to develop and share good practice with colleagues in meetings and through lesson observations.
- To be committed to the demands of a high achieving school, both in the classroom and beyond.
- To remain familiar with national and local initiatives within the subject area and focus on own professional development to the benefit of students.
- To be responsible for the formation and implementation of whole school policies and attend meetings and Parents' Consultation Evenings schedule in the school calendar.

GENERAL TEACHER SPECIFICATION

Qualification Criteria

- Qualified to degree level and above in the relevant subject.
- Qualified to teach in the UK, PCGE, or similar.

Experience

- Teachers of all levels of experience including ECTs are welcome to apply for general teacher posts.

Teaching and Learning

- Excellent classroom practitioner (whose lessons are rated as good or above consistently).
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards.
- Has good communication, planning and organisational skills.
- Demonstrates resilience, motivation and commitment to driving standards of achievement.
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Has a passion for teaching.
- Results orientated.
- Relentless drive to do whatever it takes to ensure all students succeed.
- The courage and conviction to make a difference.

Communication skills

- The ability to listen and communicate effectively to influence and motivate others
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and group problem solving.
- Identify, analyse and resolve problems and issues.
- Develop plans with concrete outcomes and effective solutions.

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It is the responsibility of the post holder to familiarize themselves with the named person(s) for child protection and safeguarding.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons's/he is responsible for or comes into contact with.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.

EXPECTATIONS OF A CLASSROOM TEACHER

- To teach to the syllabus prescribed by the Head of Department, using the scheme of work drawn up for the department and to prepare pupils for tests and examinations, using revision programmes, past examination papers etc. as appropriate.
- To plan and prepare work as appropriate.
- To maintain records of work covered for each set taught.
- To set prep on a regular basis, following the School's prep timetable in the Lower School and according to the Head of Department's guidelines in the Sixth Form.
- To mark pupils' work regularly and to keep a record of each pupil's marks in a mark book.
- To monitor pupils' attendance at lessons and to follow up absences in writing with the appropriate Heads of Year.
- To provide a written report on each pupil at half term and at the end of each term (full reports).
- To keep classrooms, laboratories and equipment used in good order and to report any damage/faults, etc. to the appropriate person (usually the Head of Department).
- To contribute to the overall work of the department e.g. drawing up schemes of work, setting examination papers, participating in field trips or exchange visits. Covering classes for absent colleagues as direct by the Head of Department or Assistant Headteacher.
- In the case of absence, to notify the Head of Department and the Deputy Head and to set work for classes needing to be covered whenever possible.
- To attend all staff meetings called by the Head and parents' meetings of all year groups taught.
- To keep abreast of developments in his/her subject area and to support the department's contribution to the relevant targets of the School Development Plan by attending appropriate INSET and other courses.

GUIDANCE FOR APPLICANTS WITH DISABILITIES

Information is requested on this job application form about disability/medical conditions you may have. If you are shortlisted, you will also be asked to provide further information on an Employment Health Questionnaire form.

This means:

- It is important that you tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. The application form allows you to provide this information.
- If you are offered the job, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be considered in consultation with you.

Disability is defined as follows:-

- a person has a disability if he/she has a physical or mental impairment that has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities where:
- a mental impairment is defined as an impairment resulting from or consisting of a mental illness only if the illness is a clinically well-recognised mental illness;
- long term, means the effect of the impairment has lasted at least 12 months or is likely to last for 12 months or is likely to last for the rest of a person's life;
- normal day-to-day activities are defined as: mobility; manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech; hearing or eyesight; memory or ability to concentrate, learn or understand; perception of the risk of physical danger. NB Any disability which does not have a substantial and long term effect on one or more of them is not considered to be a disability.

Other conditions included within the definition of disability not already outlined above are:

- a recurring condition which has recurred over more than 12 months or is likely to recur over more than 12 months;
- a progressive condition, eg cancer, multiple sclerosis, muscular dystrophy or HIV which has, or has had, an effect on normal day-to-day activities;
- people with severe disfigurements, although some with deliberately acquired disfigurements will not be covered;
- people registered as disabled under the Disabled Persons (Employment) Act 1944 on 12 January 1995 and on the date the employment right comes into force, who will be deemed to be covered. People with a history of disability will also have protection, even if they do not now have a disability.

Your Application

There is no legal requirement for you to provide information about your disability on this form. However, you are encouraged to do so, particularly where you believe that the information may be relevant to the job application. **Please contact the Executive Assistant if you require any further information on any aspect of your application.**

