



## **HEAD OF ENGLISH & DRAMA**

### **JOB DESCRIPTION**

Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.

#### **Postholder:**

Job title: Head of English & Drama  
Salary Scale: TLR 1b  
Hours of work: Full-time  
Responsible to: Head of Faculty/SLT Line Manage for Faculty

#### **Job Purpose:**

- To lead the Department in offering the very best in knowledge and experiences for all students in English, Literature and Drama to engender and empower an appreciation and passion for these subjects and equip students not only for success at GCSE, but for further study and/or life in 21<sup>st</sup> Century society, supporting the wider school's aims of both academic excellence and the whole child.
- To work collaboratively, i.e. with line manager and where applicable other Heads of Department or Heads of Year, to provide opportunities for students to perform beyond the Drama classroom, i.e. in school productions, showcases, assemblies, celebration events.

#### **Key Accountabilities are:**

- Demonstrating and maintaining exceptionally high standards of leadership and management.
- Proving a role model as a classroom teacher for subject staff.
- Establishing and implementing, within the agreed timescales, short, medium and long-term plans for English and Drama.
- Developing effective policies, standard procedures and good practice within the department.
- Ensuring the effective and efficient use of resources available.
- All aspects of the quality of education in English and Drama.
- Standards of achievement that the quality of education allows for and enables.
- Planning and implementation of a creative, coherent and challenging curriculum that meets statutory requirements and the needs of all students and the continual development of that curriculum and its implementation.
- Extending opportunities and aspirations for pupils beyond the classroom and taught curriculum, especially concerning Drama.
- Assessment and data and how they are used to inform planning and support learning.
- Organisation of training that meets the needs of the curriculum and staff teaching English and Drama.
- Working collaboratively with line manager, those with positions of responsibility and the wider department, to regularly quality assure all aspects of the quality of education in English and Drama, and where necessary, identify, action plan and address areas of concern or for development.
- Ensuring that there are high standards of student behaviour and safety.
- Actively contributing to the life of the school as a middle leader by supporting the ethos, policies and aspirations of the school.
- Upholding and promoting the school aims and values.

## Key tasks are:

### Leadership

- To provide clear leadership in order to secure the highest level of professional standards and improvements by every member of staff in the department.
- To nurture a work environment and ethos of support, continuous development and high expectations that challenges both students and staff to constantly improve in order to fulfil their potential.
- To embody and promote the subjects of English and Drama and what makes them special within the department and across the school to all staff and students.
- To enable all students to find opportunities to become involved in Drama whether through performance, directing, set design, music or technical roles.
- To engender and empower a love of Drama through the curriculum, performances, theatre visits and visiting speakers and events.
- To participate in collaborative work both at Yardleys and with other schools.

### Curriculum and Planning

- To ensure the curriculum and all schemes of work and programmes of study comply with statutory requirements, school policies and examination regulations.
- To ensure the curriculum aligns with departmental and school aims, expectations and policies.
- To ensure up-to-date and relevant communication of the curriculum is shared with all and necessary stakeholders.
- To be well-read and up-to-date in current educational research and policy and not only use this to inform curriculum decisions and development, but aim to embed this approach throughout the department.
- In collaboration with line manager and those with positions of responsibility, together with input from the wider department and students, regularly review the curriculum in order to identify, action plan and address areas of concern or for development.
- To ensure a common and collaborative approach to planning is adhered to and followed by all members of the department.
- To plan for the development of independent learning through homework, revision and study skills.
- Where identified and necessary, to plan and organise targeted and time-specific programmes of intervention to address concerns about student learning and/or performance.
- To ensure that the department contributes to the extra-curricular programme within the school, especially concerning Drama, and where possible, collaborate with other staff regarding cross-curricular links.

### Teaching and Learning:

- To act as a role model for the department by delivering high quality teaching.
- To develop an ethos of constant improvement for both students and staff through auditing current practice, planning improvements, providing training and evaluating the impact of work.
- To ensure there is a robust teaching & learning policy for English and Drama in line with whole school expectations and guidelines.
- To keep up to date with relevant research and with current pedagogy and how this leads to improved student outcomes and aim to embed this approach throughout the department.
- In collaboration with line manager and those with positions of responsibility in the department, identify and plan for both short and long term ways of improving teaching and learning.
- To provide all staff in the department with timely, relevant and high quality continuing professional development.
- Where necessary, given the importance of English across the wider curriculum, to be willing and able to contribute to CPD programmes across the school.

### **Assessment, Recording and Reporting:**

- In collaboration with the school's Exams Officer, ensure all external examination requirements and responsibilities are met for the GCSE courses.
- To follow school guidance and policy regarding assessment, and where necessary and permitted, adapt to the needs of the curriculum and its implementation in English and Drama in order to raise attainment and improve progress.
- To monitor attainment and progress through a departmental tracking system.
- To ensure that all summative assessment and external reporting deadlines are met by the department.
- To have an understanding of data commonly and statutorily used in education.
- To be able to analyse data to identify patterns and trends and use this information to action plan and address areas of concern or for development.
- When directed and where necessary, to be able to report on student attainment and progress.

### **Monitoring and Evaluation:**

- To ensure departmental and whole-school policies are adhered to and followed.
- To regularly quality assure all aspects of the quality of education, to include, but not limited to, the curriculum, teaching and learning, behaviour and assessment, and where necessary, identify, action plan and address areas of concern or for development.
- As a middle leader, contribute to and support wider school monitoring and quality assurance.

### **Behaviour & Safety:**

- To oversee standards of student behaviour and discipline, monitoring the use of the school's behaviour policy and intervening and supporting staff where necessary.

### **Management**

- To ensure there are clear and consistent systems which are followed by all teaching and support staff in English and Drama lessons, to include, but not limited to, curriculum planning, CPD, quality assurance.
- To be responsible for the performance management of some members of the department.
- To oversee the process by which the annual department development plan is agreed and produced.
- To ensure that all schemes of learning are current and reviewed and evaluated systematically to ensure the best educational provision for students.
- To ensure the subject is represented at appropriate school meetings and to provide opportunities for information/ideas to be fed back to and discussed with all staff in the department.
- To convene and chair meetings of relevant staff as necessary, ensuring that records are kept of decisions made and actions to be taken as a result.
- To ensure all administrative tasks relating to the efficient running of the department are carried out.
- To ensure that capitation is spent appropriately and to keep line manager informed of any financial needs.
- To ensure the furniture, equipment and general environment within the subject area is kept in good order and to keep an up-to-date inventory.
- To ensure information and resources are available online for staff, students, parents and carers.

### **Line Management Responsibility for:**

- All other staff within the Department.
- Any other persons providing support in the classroom.

### **General:**

- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out.
- To supervise and monitor learners' behaviour and conduct both within and outside lessons as part of the school duty of care, pastoral and welfare support.

- A job description can never be fully descriptive. It is school policy that in the interests of continued professional development senior staff roles and responsibilities are reviewed and subject to change on a regular basis. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
- To uphold the school's Safeguarding and Child Protection policies at all times.
- To uphold the school's Equal Opportunities policy at all times.
- To perform any other duties commensurate with the role as required by the Headteacher.
- This allocation of duties is subject to regular review.

Job description issued on: .....

Signature of Headteacher: .....

Copy received by: .....

Date: .....