

Job Profile & Person Specification

Head of Department - Drama



Core purpose

This job profile is based upon the National Standards for Subject Leaders document. For further clarification of any point please refer to the National Standards for Subject Leaders document.

Specific responsibilities

1. Responsible for the strategic direction and development of the subject(s) through:

- a) Development and implementation of departmental policies and practices in line with whole school expectations.
- b) Use of a range of data to inform policies, practices, expectations, targets and teaching methods.
- c) Formulation of an annual department development plan and identification of clear targets for improvement.
- d) Monitoring and evaluation of progress in achieving the department's plans and targets.

2. To be responsible for the securing and sustaining of effective teaching of the subject(s); evaluation of the quality of teaching and the standards of pupils' achievement; and the setting of targets for the future through:

- a) Ensuring curriculum coverage, continuity and progression in the subject(s) for all pupils.
- b) Ensuring clear guidance for teaching the subject(s) and enhancing key skills through the schemes of work including ICT.
- c) Ensuring that there is a clear departmental assessment and feedback policy in line with school guidance and examination requirements providing internal examination papers and external examinations entries as required.
- d) Evaluating the teaching of the subject(s) in the school and taking action to improve further the quality of teaching.
- e) Developing links with other members of the local community in order to extend the curriculum, enhance teaching and develop pupils' broader understanding of the subject(s).
- f) Ensuring implementation of school policies on issues such as equal opportunities, teaching and learning, behaviour management.

3. To be responsible for leading and managing staff involved in the teaching of the subject(s) by:

- a) Promoting effective departmental expectations of behaviour in line with whole school policies.
- b) Chairing department meetings and representing the department on various curriculum groups and school events as required.
- c) Evaluating the effectiveness of staff as required by the school policy and using the process further to develop the personal and professional effectiveness of individual staff.
- d) Identifying departmental training needs and supporting and co-ordinating delivery of appropriate high quality professional development.
- e) Inducting new staff with particular emphasis on the needs of trainee and early career teachers.
- f) Working with the Leadership Member responsible for SEN to ensure appropriate subject specific targets are set and work is matched well to pupils needs.
- g) Ensuring that senior managers, the Headteacher and Governors are kept well informed of all relevant matters.

- h) To be responsible for efficient and effective deployment of staff and resources through: i) Establishing staff and resource needs. ii) Allocation of available subject's resources. iii) Deploying staff involved in the subject(s) to ensure the best use of subject, technical and other expertise.
- i) Ensuring the effective and efficient management and organisation of learning resources including ICT.
- j) Managing accommodation to create an effective and stimulating environment for the teaching and learning of the subject(s).

4. Quality Assurance procedures related to the subject(s):

- a) To take part in quality assurance procedures as directed by your line manager e.g. observations, book scrutiny, markbook scrutiny, pupil feedback
- b) To plan and implement such quality assurance procedures in the subject(s) to ensure the development and maintenance of high standards
- c) To enable staff in the department to take part in quality assurance procedures

General Responsibilities (all staff)

1. To assist in the delivery of the curriculum through the scheduled teaching programme and the provision of cover for absent teachers in emergencies.
2. To perform duties and attend meetings as reasonably required.
3. To assess and record pupils' achievements, to prepare reports and take part in parental consultations.
4. To participate in the School's performance management scheme.
5. To undergo in-service training where required to keep abreast of developments in school initiatives, curriculum and subject areas.
6. To contribute to the school's pastoral system.
7. To observe and implement current school policies and good practice.
8. To carry out such particular duties as the Headteacher may reasonably direct from time to time, in accordance with the Teachers' Pay and Conditions of Service Act 1987.

Person Specification

Experience and Leadership- The successful candidate will have experience of:

- Developing good and outstanding teaching
- Leading the achievement of outstanding outcomes across the full range of student abilities
- Successfully leading change
- Managing, motivating and developing staff
- Using data and benchmarks to ensure the progress of every pupil

Professional knowledge- The successful candidate will know:

- How effectively to support students' pastoral and emotional needs and care for the "whole child"
- The importance of current educational issues and developments in improving standards
- Ofsted criteria for good and outstanding teaching and learning and progress
- The relationship of their subject(s) to the curriculum as a whole, and will have outstanding subject knowledge
- The statutory curriculum requirements for the subject(s), the requirements for assessment recording and reporting and the use of assessment for learning in developing student understanding
- How to develop students' literacy, communication, numeracy, and ICT skills
- The most effective methods of using ICT to improve learning in their subject area
- The implications of the Special Educational Needs Code of Practice

- The Health and Safety requirements for teaching and learning in the subject(s)

Skills- The successful candidate will be able to:

- Lead by example – consistently delivering good and outstanding lessons
- Develop, articulate and maintain a clear vision, and lead others to plan and deliver it
- Communicate in a way that inspires and motivates children and adults
- Create robust, trusting, honest, and supportive relationships
- Improve and maintain levels of attainment and success
- Review, monitor and evaluate progress and results
- Lead, coordinate and delegate
- Think both strategically and operationally, according to the situation
- Analyse, evaluate and use data to support decision making
- Manage change and work well under pressure
- Manage the performance of others effectively

Attributes- The successful candidate will be:

- Supportive of the Christian designation of the school
- Aware of current safeguarding and child protection requirements; committed to safeguarding and the wellbeing of children and young people
- Flexible and resourceful
- Able to display moral, intellectual and personal integrity and authority
- Determined, optimistic and resilient in the face of challenges and set-backs
- Committed to equality of opportunity, community cohesion and pupil social mobility

Qualifications required:

- Qualified to degree level.
- Qualified teacher status.
- Recent, relevant professional development.