



BEECHWOOD

Sacred Heart School

HEAD OF DRAMA

The successful candidate will:

- be an outstanding teacher of Drama
- be able to inspire, challenge and enthuse pupils
- have excellent interpersonal and communication skills
- share the vision of the School and the Headmaster
- be able to teach all aspects of Drama and Theatre Studies at all Key Stages.

Specific:

Leadership of the Drama Department

- Develop a **dynamic and creatively challenging** environment in your Department that encourages pupils to learn and make significant progress
- Responsibility for quality assurance that the delivery of subject lessons meets or exceeds the teaching standards.
- Direct and produce one school play per year; liaison with the Head of Music where appropriate.
- Create operational and strategic development plans for your department in consultation with the Headmaster; assist the Headmaster and Facilities Manager with any design ideas for future capital projects relating to Drama.
- Using assessment data, including CAT4, ALIS, GCE and GCSE indicators to help planning for the future and to gauge present performance and target underperformance.
- Supporting new members of staff and in particular, newly qualified teachers when they join your Department.
- Develop and integrate the use of ICT where appropriate in the Department.
- Keeping abreast of academic development, teaching and learning techniques in your subject area, leading change where necessary. The school has focus upon cognitive strategies in education and these will be adopted and integrated into the teaching and learning within the Drama department in order to encourage independence, flexibility and creativity.
- Make presentations to Heads of Departments' and Governors' meetings demonstrating initiatives and ideas being developed within the department as and when required.
- Monitoring and evaluation of your Department's teaching and learning across all Key Stages.
- Taking advantage of In-Service training as you deem appropriate for yourself and your Department colleagues in ways that are consistent with the School Improvement Plan and the Department Development Plan. Advise on professional development in line with school policy to support the training needs of department members or where INSET is required to effect change in teaching and learning.
- Supervising and supporting the work of student teachers, should they be present in your Department. Such a student would only be admitted to the School after full consultation with you.
- Assisting the Headmaster in interviewing and appointing new members of your Department.
- Liaise with the Headmaster, Deputy Head, and Director of Studies regarding departmental developments and academic monitoring.

Management of the Drama Department

- Maintaining, reviewing and altering as appropriate, the Department's Schemes of Work and Assessment Policy on an annual basis, or when deemed necessary
- Ensuring the Headmaster and Director of Studies are informed of proposed changes in the Schemes of Work and Assessment Policy
- Initiating and Chairing Departmental meetings to ensure the effective coordination of teaching and learning within the Drama Department. These should take place not less than once per term.
- Participating in Heads of Departments' meetings and ensuring that the staff within the Drama Department are aware of all decisions.
- Managing staff appraisal within the Department in line with whole school policy.
- To support departmental colleagues with student disciplinary issues within the department.
- Taking responsibility for the setting and marking of internal School examinations and those portions of external exams that are internally assessed in your subject. This should include ensuring consistency across the Department in all areas of assessment.
- Deploying the teaching time of yourself and your Department's colleagues, in collaboration with the Director of Studies, for the purpose of constructing the timetable.
- Controlling the annual Departmental budget and initiating such orders as are required for the effective functioning of the Department; and obtaining best value for money when spending the Department's allocation of funds.
- Ensuring the books, apparatus and equipment of the Department are stored and maintained, and maintaining the Department's inventory and Stock Book/Asset Register.
- Ensuring the Department adheres to School Policies with regard to Safeguarding, Health and Safety regulations e.g. risk assessment.
- Determining the most appropriate public examination specifications for your Department at GCSE, AS or A Level, as appropriate, and ensuring that the Examinations Officer is informed of any alterations.
- Marketing the Department at Open Days and public events etc. to help recruit and retain pupils.
- Making sure pupils have the opportunity to be involved in extra-curricular, co-curricular and enrichment activities such as Theatre visits, workshops etc. that actively encourage learning in your Department.
- Adopting whole school policies and national strategies within your subject area.
- Co-operate and take part in any collaborative work with other departments.
- Take a lead role in the organisation, and management of controlled assessment/ coursework where appropriate
- Liaise with exams officer regarding entries, withdrawals and so on.
- Undertake professional duties that may be reasonably assigned by the Headmaster.

Beechwood is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.