



## Job Description

### Role: Head of Department for Drama (0.8)

*This job description gives an overall indication of the areas of responsibility of the position, but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.*

<b>Location:</b>	
<b>Accountable to:</b>	The Head of Department for Drama is directly responsible to and supervised by Head of Performance Faculty. However, the Head of Department for Drama may also receive instructions from the Senior Leadership Team including the Head, who is responsible for the leadership and management of the College.
<b>Responsible for:</b>	All teachers and support staff working within the department

#### Overall Purpose of the Job

The Head of Department for Drama's primary purpose is to manage the delivery of the Drama Curriculum and to work as part of a team to help achieve the overall aims of the College through:

- The sustained delivery of the highest quality teaching and learning in all parts of the department, to ensure that all students will make strong progress and achieve well in relation to their ability, and they value and enjoy the learning in which they participate.
- Providing and ensuring effective and appropriate professional development and support for all members of the department so that they enjoy and are successful in their work.
- Establishing and sustaining high expectations (reflective of the school ethos & policies) for conduct, classroom climate and the environment within the department so that good learning and wellbeing is supported for all students and staff.
- Developing, articulating and sustaining a vision and mission for the department within the school so that its work continues to develop and improve and so that good practice is recognised and shared within the school.

#### Main Duties and Responsibilities

- Production and publication of the department's development plan, based on thorough consultation with team members
- Monitoring the quality of all forms of learning within the department and the work of all department members, following processes and keeping records as required by school policies
- Monitoring and evaluating the progress of students, planning, organising and making interventions where students are not making good progress
- Setting individual development and performance targets for all staff within the department, following processes and keeping records as required by school policies
- Providing and arranging an appropriate programme of professional development for staff within the department
- Ensuring that all learning is well-planned, based on the detailed requirements of the course, wider requirements (e.g. IT use or key skills) and effectively using the best practice and resources

- Evaluating the quality of all aspects of the department’s work, including evaluating course, teacher and student outcomes against targets set by the department and the school, in particular ensuring that strong outcomes for vulnerable groups of students (e.g. those with special educational needs) are maintained and action taken to address any issues identified
- Deploying staff and resources effectively to ensure the best outcomes (including allocation of timetable, rooming, use of budget and use of departmental teaching resources)
- Taking appropriate action to address any concerns or issues, from staff, students or parents
- Contributing to the development of the school by active participation in policy and other discussions, including directly with the leadership team and governors where appropriate
- Sharing school leadership by fulfilment of “whole school” responsibility agreed with the Head and by actively promoting and supporting high expectations of behaviour and “climate” within the department and beyond
- Marketing the department to potential new pupils through running feeder school events for local primary schools

#### **Other Duties**

- Attending Assembly
- Attending Parents’ Evenings
- Actively supporting school events as far as possible
- Taking part in the duty rota
- Performing any specific duties, including those of a Form Tutor, as requested by the Head or Deputy Head.
- Making a regular contribution to the programme of extra-curricular activities.
- Liaising with parents regarding performances, student progress or with any cause for concern.
- Attending Open Mornings and College events

#### **General**

Owing to the presence of pupils in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the Bursar.

#### **Training and Work Equipment**

The College will provide training or pay reasonable training costs where the need arises. The Head of Drama will be expected to attend training that is required by College. “Everyday” work equipment and Personal Protective Equipment, if required, will be provided by the College.

## Person Specification

### Role:

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• QTS</li> <li>• Ongoing CPD</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Commitment to further professional development</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Effective IT skills</li> <li>• Excellent communication skills, both orally and in writing</li> <li>• Communicate effectively with your team and with the leadership team</li> <li>• Ability to inspire students, stretch more able pupils, and differentiate as required</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Experience with device learning</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience teaching up to A Level Drama / Theatre Studies</li> <li>• Evidence of preparation for leadership of a department</li> <li>• Experience leading Drama clubs/ school productions</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience in leading a department</li> <li>• Experience of contributing to whole school improvement</li> <li>• Experience in managing budgets</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Effective understanding and use of praise and rewards</li> <li>• Effective understanding and use of feedback and response</li> <li>• Effective use of assessment for learning to enhance progress and encourage students taking responsibility for their own learning</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Desire to contribute to the teaching and learning strategic plan at St. Francis' College</li> <li>• Evidence of wider reading and evidence led practise.</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• A genuine care and respect of students and colleagues</li> <li>• Integrity</li> <li>• Sense of humour</li> <li>• Ability to work well under pressure</li> <li>• 'Can do attitude'</li> <li>• Willing to engage in the wider College.</li> </ul>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>