

THE WOODROFFE SCHOOL
Job Description

Postholder's Name:	
Post Title:	Head of Drama
Purpose:	<ul style="list-style-type: none"> To be responsible for the teaching and learning of Drama at the Woodroffe School. To be the "Lead Professional" for Drama.
Reporting to:	Deputy Headteacher
Liaising with:	Head, Deputy Heads, Assistant Headteachers, other Heads of Department, Heads of Year, Student Support Services and relevant staff with cross-curricular responsibilities, relevant non-teaching staff, LEA staff and parents.
Working Time:	Pro rata as per flexible working arrangements
Salary/Grade:	MPS/UPS/TLR 2.2 £5,647 (pro rata in line with flexible working arrangements)
Disclosure Level:	Enhanced
Time Allocation: (50 periods per fortnight)	<ul style="list-style-type: none"> 42 periods of contact time 4 periods PPA 4 periods of management time Pro rata in line with flexible working arrangements
Curriculum Development	<ul style="list-style-type: none"> To lead curriculum development pertaining to Drama To keep up to date with local and national developments in Drama and to share this information with teaching colleagues and line managers To keep under review the courses offered by various examination boards with a view to selecting the best possible examination courses, through which our students can excel To liaise with the CPD Co-ordinator to ensure that, within budgetary constraints, relevant and effective training is provided to facilitate curriculum development
Teaching and Learning:	<ul style="list-style-type: none"> To monitor and evaluate teaching and learning relating to Drama To ensure an exchange and sharing of good practice between colleagues who teach Drama To support teaching colleagues in the areas of classroom management, discipline and behaviour management in line with school policy To provide/arrange for INSET to address areas of weakness in conjunction with the CPD Co-ordinator and your Line Manager To provide a framework for home/school partnership in learning through providing high quality information to students and parents, and ensuring that the requirements of the published homework policy are met by colleagues who teach Drama To oversee and lead the production and development of Schemes of Work To co-ordinate all aspects of examination preparation relating to Drama To oversee and manage appropriate student groupings, matching learning to students' needs and to keep such arrangements under constant review The Head of Drama will be responsible for providing creative students with regular opportunities to perform, fostering their talent

	through a dynamic programme of productions, showcases, and performance-based projects.
Accountability	<ul style="list-style-type: none"> • To negotiate with Line Manager quantitative targets relating to Drama at Key Stage 3 and Key Stage 4, against the background of FFT and other data • To monitor student performance in Drama, liaising where appropriate with Heads of Year, Special Educational Needs Co-ordinator and Line Manager • To measure the impact of teaching on learning and student progress • To measure the impact of any new initiatives in Drama • To be the lead contributor to the Drama section of the School Learning Plan • To fulfil the needs of the mid term review of the School Learning Plan • To be responsible for all examination entries for Drama and liaising with the Examinations Officer • To produce an annual report on examination performance in Drama as requested and specified by the Headteacher.
Resourcing:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down ensuring value for money; including deploying the Department budget, acting as a budget manager, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To identify and bid for resources, providing a clear rationale of need and costing, as required. • To oversee the care, storage and maintenance of resources used in the teaching and learning of Drama • To take account of any Health and Safety requirements that arise within the teaching and learning of Drama
Quality Assurance:	<ul style="list-style-type: none"> • To conduct regular (at least once per term), systematic monitoring meetings with colleagues who teach Drama to include reviews of syllabus coverage, scrutiny of students' work, students' performance against individual targets, teaching observation and direct student feedback • To produce a termly audit of strengths and weaknesses in teaching and learning pertaining to Drama and share the audit with your Line Manager • To ensure all requirements of the school reporting system are met with regard to Drama
Appointment of Staff:	<ul style="list-style-type: none"> • To be involved in short-listing and interviewing for new staff as required.
Other Specific Duties	<ul style="list-style-type: none"> • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other duty as specified by STPCB not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Special Note:	This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
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