

## Job description and person specification

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

### Job description

<b>Job Title:</b>	<b>Head of Academic Drama</b>
<b>Reporting to:</b>	Director of Performing Arts
<b>Line management responsibility for:</b>	Academic Drama Teachers
<b>Main purpose of the role</b>	
The Head of Department is the curriculum team leader who shares, with the Head of Faculty and the Senior Management Team, the school's responsibility for delivering to the pupils the curriculum within a designated subject area, ensuring that each pupil receives positive encouragement to develop their potential to the full according to the stated aims of the school.	
<b>Background Information</b>	
This vacancy has arisen following the promotion of the previous postholder within the Trust.	

### Main duties and responsibilities:

#### Operational/ Strategic Planning

- To provide leadership and create enthusiasm for teaching among members of the department, to develop teamwork and balance the strengths of individuals, allocating responsibilities as appropriate.
- To arrange for departmental consultation and communication.
- To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally. To produce and revise the Department Handbook and intranet site.
- To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings. To liaise with the Examinations Officer/ Administrator as necessary over external examination entries.

#### Leading and Managing Staff

- To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new teachers should be appropriately trained, monitored, supported and assessed. To be responsible for the day-to-day management of all members of the department.
- To monitor and assess the work within the subject through the performance review programme and through nationally recognised guidelines for inspection (ISI). To promote and monitor professional development within the department and offer support and advice to members of the department and encourage their professional development.
- To regularly monitor the work of department members, ensuring that they are following the correct syllabuses and adhering to policies, including marking, and schemes of work and by observing their teaching.

- To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles

## **Information and Data Management**

- To produce an annual examinations analysis and department review.
- To ensure that the members of the department fulfill the school's requirements for reporting to parents.
- Use data effectively to identify pupils who are underachieving in the subject and create plans of action with target setting.

## **Teaching and Learning**

- To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate adaptation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.
- To ensure that the department is up to date with the implementation of school policies including SEND and gifted & talented.
- To ensure the development of pupils' learning skills and information, communication technology skills through the subject where relevant.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with relevant staff to secure appropriate cover.
- To promote a variety of teaching styles which stimulate pupil interest and involvement in learning.

## **Communication and Liaison**

- To represent the department at HoD meetings, and faculty meetings to contribute to curriculum development and other relevant whole school development (planning and implementation) through these and other means as appropriate and disseminate relevant information to members of the department.
- To encourage appropriate links across the faculty and curriculum, between departments and with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes such as employability skills and contributing to enrichment as appropriate within the department. It will also include liaison with the appropriate colleague in the Prep School, with particular reference to transitional links between Year 8 and First Year (Year 9)
- To regularly contribute to the promotion and marketing of the subject, within the school and beyond.

## **Management of Resources**

- To organise and manage the department budget and resources to ensure the efficient and effective use of all resources.
- To maintain a stimulating environment within the department.
- To be responsible for department administration.

## **Additional duties and responsibilities specific to this role:**

- To liaise with the Director of Performing Arts on programming of academic assessments and curriculum theatre trips.
- To contribute to the Performing Arts co-curricular programme which includes the direction of productions, rehearsals outside the normal school day, and an annual residential theatre festival visit.
- To work with the Director of Performing Arts in contributing to the scholarship programme for Drama and the Performing Arts.

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## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
<b>Education and Qualifications</b>		
Education to degree level in Drama from a recognised University or Drama School	E	A
PGCE	E	A
<b>Knowledge and Skills</b>		
Outstanding knowledge of current specification	E	A / E
Excellent communication skills, including liaising effectively with teaching staff, pupils, parents and colleagues.	E	I / E
Effective IT skills	E	I
Confident and skilled to work in a teaching and directorial role with students from year 9 to sixth form.	E	A / I / E
<b>Experience</b>		
Teaching experience from year 9 to sixth form.	E	A / I
Middle management experience	D	A / I
<b>Personal competencies and qualities</b>		
The ability to work effectively within a team, be flexible and generous.	E	A / I
Organised and able to work with thoroughness, imagination and ingenuity to support young people in their academic progress	E	A / I
To be well disciplined and set high standards for teaching and learning across the department.	E	A / I

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

**Written by:** Karen Lewis / Sachin Choithramani 12/02/2021