



## Head of Drama Job Description

**The Stonehenge School is a Wiltshire Council mixed comprehensive school for students aged 11-16**

**Salary Range:** MPS 1-6 (U1-3 as appropriate), plus TLR 2c

**Responsible to:** Headteacher, under the day-to-day management and leadership of the AHT in charge of line managing Drama.

### **Head of department responsibilities:**

1. Lead teaching and learning across the department ensuring quality first teaching at all times, including implementing standard operating procedures across the department, providing CPD opportunities for all to bring about rapid and sustained improvement.
2. Set up assessment, moderation and tracking systems and frequently monitor the progress of students across the department, ensuring all identified groups and sub cohorts are making good progress.
3. Monitor and evaluate the performance of groups and individual students and lead the implementation of intervention strategies for students who are at risk of not reaching their potential.
4. Be a proactive member of the subject team, contributing to whole school improvement, including the induction, mentoring, professional review and professional development of all members of the team.
5. Set high expectations and secure high standards of behaviour, learning and student outcomes across the department.
6. Ensure health and safety policies are adhered to and that risk assessments are in place.
7. Celebrate individual and group achievements, setting a positive ethos across the department.
8. Coordinate, promote and deliver a wide enrichment programme, including, further development of student leadership.
9. Be committed to safeguarding, to ensure policy is followed.
10. Lead on curriculum and assessment developments for Drama.
11. Lead on the enrichment programme within the department.
12. Create, implement, monitor and evaluate a department development plan which contributes positively to the achievement of the School Development Plan and which actively involves the team in its design and implementation.
13. Lead on self-evaluation for the department, including, but not restricted to, the production of a self-evaluation form, cyclical reviews and student voice activities.
14. Be responsible for the management of the department budget to ensure facilities and resources are maintained at a high standard.

**In addition to carrying out the professional duties of a school teacher in accordance with the current DfE's School Teachers' Pay and Conditions document, the post holder shall, in consultation with the Head of Department and Headteacher:**

1. teach across the age and ability range, in line with the National Curriculum programmes of study, in such a way as to challenge and inspire students of all abilities
2. plan , prepare and teach lessons to students assigned to his/her according to the students' educational needs with reference to prior attainment, SEN and English as an additional language as required
3. assess, record and report on the development, progress and attainment of students assigned to him/her in line with school and departmental guidelines
4. contribute to the planning and implementation of the curriculum in accordance with the National Curriculum, school and departmental guidelines
5. liaise with colleagues to ensure a coherent programme of study for the students assigned to him/her
6. set high expectations for students' behaviour establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
7. be familiar with, support and reinforce the aims, ethos, policies and procedures of the school and department with students, staff and parents where appropriate
8. promote enrichment activities related to the subject

**All teachers take an active role in the school's pastoral care of students.**

**All teachers actively support and contribute, as required, to the school's programme for Initial Teacher Training trainees.**

**The person undertaking this role is expected to carry out such other duties as may reasonably be assigned by the Headteacher, including attending meetings and events in line with the school calendar.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced CRB check**