JOB DESCRIPTION FOR THE POST OF
HEAD OF DRAMA
(Teaching Allowances 2)

Situation: The College is seeking to appoint a dynamic and enthusiastic Head of Drama, to encourage positive attitudes to drama and promote high levels of participation and performance both inside and outside the school.

The person appointed will play a key role in promoting the College through a wide range of high quality drama activities and will network with and develop strong relationships with external bodies in order to maximise opportunities for pupils within the College.

Drama forms an integral part of the curricular and the extra-curricular programme in the College to include a joint production with RBAI, as well as drama theatre features in some calendar events such as the Spring Concert.

The Head of Drama is responsible for the delivery of Drama across the curriculum at Key Stage 3, GCSE and AS and A2 level and will be expected to maintain the excellent results in public examinations at all levels.

The College is situated on adjacent campuses with a Preparatory School, a Senior School and a Boarding Department with a drama centre on each campus.

Responsibilities: The normal professional duties of a grammar school teacher, including teaching drama as required, meeting statutory requirements in relation to assessing and reporting on the progress of pupils.

In particular

1. To carry out the duties associated with those of a Head of Subject.
2. To be responsible for the development of the Drama extra-curricular programme.
3. To promote the high profile of Drama within the College and the wider community.
4. The successful candidate must be prepared to produce and direct whole school productions as required and to share fully in the extra-curricular programme provided by the College. He/she must also develop and be responsible for the subject areas which support and extend the pupils’ learning experience.
5. The person appointed should have the ability to consistently deliver outstanding lessons so that all pupils are supported and challenged to reach their full potential. With a focus on pupil progress, the successful candidate will integrate assessment for learning into their teaching to ensure learners are aware of how to move forward in their learning. They will act professionally at all times and be willing to communicate with parents as well as colleagues in terms of pupil progress, interventions, punctuality and attendance.
Relationships: The person appointed will be accountable to the Board of Governors through the Principal.

The teacher should be able to motivate and lead within the Department and should have the ability to stimulate and encourage pupils of all levels of ability so that they reach their full potential.

The teacher should be able and willing to communicate with parents in an appropriate, professional way in relation to each pupil’s academic progress.

Candidates should note that the above duties are not intended to be a complete list. In view of the rapidly changing face of education, other tasks, which are not outlined at present, may become part of the postholder’s responsibilities in the future. This will involve a consultative process.

Candidates should note that the College has a no smoking policy and operates a dress code.
JOB DESCRIPTION FOR THE POST OF
HEAD OF DRAMA

1. Strategic direction and development of the subject

Develop and implement imaginative and appropriate subject policies, plans, targets and practices to enhance the learning opportunities of the pupils.

Demonstrate the ability to take an objective strategic view regarding the promotion of drama within the curriculum and beyond.

Show commitment to and an appreciation of the importance of drama in the wider school curriculum and a willingness to promote the College through drama in the local, national and international community.

2. Teaching and learning

Secure and sustain effective teaching of the subject, evaluate the quality of teaching and the pupils’ achievements and set realistic targets for improvement.

Encourage subject related extra-curricular activities.

Demonstrate the ability to establish an effective partnership with parents to involve them in their child’s learning of the subject as well as providing information about the curriculum, achievement and progress.

3. Leading and managing staff

Promote good communications and a co-operative team approach within the Drama Department and collaborative models.

Provide those involved in the teaching of drama with the support, challenge, information, resources and professional development necessary to motivate and enthuse them for their role as classroom teachers, in particular beginning teachers and those in EPD.

Monitor and evaluate the quality of provision within the Drama department.

4. Efficient and effective deployment of staff and resources

Identify appropriate resources for music and allocate them with maximum efficiency within a given budget framework to meet the objectives of the Drama Department and the school.

Advise on the deployment of staff to ensure the best use of their experience and expertise.

Create a stimulating environment for drama in the designated accommodation.

5. Health and Safety and Risk Assessment

To identify and be responsible for all Health and Safety issues and risk assessments that arise within the Drama Department.
PERSON SPECIFICATION FOR THE POST OF HEAD OF DRAMA

The successful candidate must demonstrate a profound knowledge of and enthusiasm for Drama and an appreciation of its importance in shaping and preparing young people for adult life.

He/she will be able to demonstrate on their application form and if shortlisted at interview the ability to fulfil the following criteria –

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>honours degree (minimum 2.2) or equivalent in Drama or another relevant subject area</td>
<td>honours degree (minimum 2.1) or equivalent in Drama or another relevant subject area</td>
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<td>a recognised teaching qualification</td>
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<th>Experience</th>
<th>Essential</th>
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<td>minimum of 3 years’ teaching experience</td>
<td>experience of leading and directing productions</td>
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<td>experience of successfully delivering Drama (or a related qualification) to GCSE and/or A level with evidence of results</td>
<td>experience of marking or moderating external examinations at GCSE and/or A level</td>
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<td>evidence of contribution to extra-curricular activities to extend pupils’ learning experience</td>
<td>experience of leading a department</td>
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<th>Skills and Qualities</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>evidence of profound knowledge and enthusiasm for Drama</td>
<td>involvement in drama outside the school environment</td>
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<td>ability to exploit the potential of ICT to enhance the teaching and learning of the subject</td>
<td>commitment to continuous professional development</td>
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<td>ability to contribute to another area of the curriculum</td>
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<th>Leadership Qualities</th>
<th>Essential</th>
<th>Desirable</th>
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<td>evidence of ability to think strategically and creatively</td>
<td>evidence of leading and managing an effective team to achieve a desired goal</td>
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<td>excellent organisational and communication skills</td>
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Candidates should note that this post requires a substantial commitment outside the normal school hours.
Application Procedure

A completed application form should reach the Principal no later than 3.00 pm on Tuesday 2 April 2019.

Teaching a lesson will form part of the selection process and it is anticipated that this will take place during week beginning 8 April 2019.

It is anticipated that interviews will be held during week beginning 8 April 2019.

Shortlisted applicants will be invited to visit the school prior to interview.