

LANGLEY SCHOOL: JOB DESCRIPTION

Post Title:	HEAD OF DEPARTMENT [Drama]
Purpose:	<ul style="list-style-type: none"> • To lead the department, under the guidance of the Head of Faculty, providing a clear direction and a sense of purpose through supporting, challenging and inspiring students and staff, so that teaching and learning is consistently good or better. • To strive to ensure that all young people make at least expected progress and that ambitious targets for student performance are set and met in all Key Stages. • To be accountable for student progress and attainment across the Department, in liaison with the Head of Faculty, through effective monitoring, support, inspiration and challenge. • To develop and enhance the teaching practice of other department members • To continue to develop a broad, differentiated, innovative and progressive curriculum in Drama lessons, which is supported by a vibrant programme of extracurricular and enrichment activities. • To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum
Reporting to:	Head of Enrichment Faculty, Deputy Headteacher i/c Curriculum and Head Teacher
Responsible for:	Teaching staff and other relevant personnel within the Department
Liaising with:	Headteacher and Senior Leadership Team, other Heads of Department/Faculty, other Faculty responsibility holders, student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA staff, and parents or carers
Working Time:	195 days per year Part-time
Salary/Grade:	TLR2b £5346 (pro rata)
Disclosure level:	Enhanced

MAIN (CORE) DUTIES**Operational/
Strategic
Planning**

- To inspire and enthuse members of the team with a clear vision for the future direction of the department.
- To lead the successful delivery of Drama across the school
- To be accountable for the day-to-day leadership and management of the department's teaching provision and learning outcomes, under the guidance of the Head of Faculty.
- To monitor and evaluate the work of colleagues within the department to ensure consistency and high standards of teaching and learning.
- To develop an innovative and progressive curriculum in all subject areas within the department.
- To organise the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources
- To implement school policies and procedures
- To safeguard young people by ensuring that all aspects of Health & Safety are adhered to in lessons
- To attend meetings as appropriate
- To lead the development of differentiated schemes of work at KS3 and KS4 so that every young person makes progress in their learning
- To ensure that appropriate arrangements are made for examination entries and statutory requirements
- To keep up to date about subject developments and to take part in relevant, impactful CPD for this purpose, disseminating to other staff where appropriate, or seeking development opportunities for other departmental staff
- To lead the department's strategic planning and self-evaluation processes
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To lead and manage the planning work of the department and to ensure that this reflects the needs of students within each subject area, SIP/DIP and the aims and objectives of the school.

	<ul style="list-style-type: none"> • To raise attainment and progress in the subject area, implementing strategies which meet the needs of all pupils including disadvantaged young people and pupils with additional needs. • To link with others in the department to ensure that the work in the department fully reflects the school's ethos. • To produce, review and update the whole school assembly rota in liaison with the Senior Leadership team. • To make community links, engaging with and inviting in a variety of speakers who represent different faiths and communities. • To run educational trips and visits which enhance the education of all pupils.
<p>Curriculum Provision:</p>	<ul style="list-style-type: none"> • To liaise with the Head of Faculty, Assistant Headteacher (Teaching and Learning) and Deputy Head (Curriculum) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme, schemes of work, assessment, examinations and marking policies / practice • To be accountable for the development and delivery of a high quality learning experience for all of our students. • To ensure that all students within the department are well prepared for assessments/examinations, through effective training of department staff, moderation, marking, feedback and support for students' learning/ revision. • To monitor, support, challenge and inspire the achievement of students across the Department. • To ensure that students are given clear, measurable, achievable targets for success. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that intervention/ support procedures are adhered to. • To address any factors impeding students' progress. • To implement and monitor the school's behaviour management policy/ procedures within the Department so that they underpin effective learning.

Curriculum Development:	<ul style="list-style-type: none"> • To be accountable for curriculum development for the whole department, in liaison with the Head of Faculty • To keep up-to-date with national developments in the subject areas, teaching practice and methodology • To monitor and respond to curriculum development and initiatives at national, regional and local levels • To ensure that the development of department-related subjects are in line with national developments
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department and/or liaising with the Cover Secretary/ relevant staff to secure appropriate cover • To participate in the interview process when required and to ensure effective induction of new staff in line with school procedures • To promote teamwork and to motivate staff to ensure effective working relations • To be responsible for the day-to-day management of staff within the department and act as a positive rôle model
Quality Assurance:	<ul style="list-style-type: none"> • To participate as reviewer and reviewee as part of the performance management process for staff, so that ambitious targets are met. • To undertake regular audits and quality assurance checks within the area to ensure that the highest standards are being achieved in all aspects of the department's work. • To ensure the effective operation of quality control systems • In conjunction with the Head of Faculty, to set targets within the department and to work towards their achievement • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in the subject area • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department • To monitor and evaluate the performance of the department, in liaison with the Head of Faculty, in line with agreed school procedures, including evaluation against quality standards and performance criteria

	<ul style="list-style-type: none"> • To seek/implement modification and improvement where required • To ensure that the department's quality procedures meet the requirements of Self Evaluation and the SIP
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system • In liaison with the Head of Faculty, make impactful use of data analysis to evaluate performance and inform future actions / interventions, setting deadlines where necessary and reviewing progress at agreed milestones • To produce relevant information and reports relating to departmental performance and development for key stakeholders as part of the quality assurance cycle for the department, in liaison with the Head of Faculty • In conjunction with the Deputy Head i/c Curriculum and Senior Data Manager, to manage the department's collection of data • To contribute to wider whole school policy making, as appropriate • To act as a role model to colleagues, demonstrating high standards of professionalism in all aspects of leadership
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives • To provide regular and effective reports on student performance, based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate. • To liaise with other schools, higher education, Industry, examination boards, awarding bodies and other relevant external bodies as appropriate • To represent the department's views and interests
Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases/newsletter • To promote all extra-curricular activities • To lead a flourishing extra-curricular programme • To lead the development of effective subject links with

	<p>partner schools and the community.</p> <ul style="list-style-type: none"> • To attend, where necessary, liaison events in partner schools and effectively promote subjects at Open Days, Evenings and other events. • To promote the development of effective subject links with external agencies
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently with the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records • To work with the Head of Faculty, Deputy Headteacher i/c Curriculum and Assistant Headteacher i/c Teaching and Learning to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the department • To monitor student attendance together with students' progress and performance, in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary • To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a teacher
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • To act as a Form Tutor and to carry out the duties associated with that rôle, as outlined in the generic job description • To co-ordinate the resources of the department, giving support and guidance to relevant staff, including support staff.

Other Specific Duties:

- To continue personal development as agreed
- To actively engage in the performance review process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continue employment for any employee who develops a disabling condition.

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.

Date :

Signature:

Name: