

Job Title: **Subject Leader: Drama (Primary and Secondary)**

Core Purpose:

- Have a secure knowledge and understanding of Drama across all key stages.
- Have an informed vision for the development of Drama and ensure appropriate progression. with the agreed subject improvement plan.
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject, confidence in teaching it, and allows students to have a positive attitude to learning in the subject.
- Have a secure on-going knowledge of the progress and achievement of all Drama students in Secondary.
- Provide effective leadership, management and support for Primary teachers and support for Drama Kitchen Cayman.
- Communicate effectively with Primary & Secondary tutors, teachers, senior management and parents in relation to student progress and achievement in Drama.
- Develop the effective delivery of Key Stage 3 Personal, Health and Social Education (PHSE) through drama lessons, across the KS3 curriculum and within tutor periods/assessments.

Responsible to: Head of Secondary/Head of Primary

Time Allocation: Time will be allocated in order to ensure the duties/responsibilities of the position can be implemented.

Stipend: \$6,000 in addition to salary/other allowances.

Subject Leader Requirements

The following are the key requirements of a subject leader:

1. Supporting the Catholic Life of the School

- Model the Catholic ethos of the school through actions and relationships.

2. Development Planning

- Establish and oversee, with the involvement of relevant staff, plans for the development and resourcing of the Drama and PHSE which:
 - Contribute to whole-school aims, policies and practices.
 - Reflect an audit of existing practice across the school.
 - Identify realistic and challenging targets for improvement.
 - Are understood by all those involved in putting the plans into practice.
 - Are clear about action to be taken, timelines and criteria for success.

3. Student Achievement

- Present analysis of internal/external examination performance/ targets for cohort/individual achievement to senior management/other relevant staff in meetings at the start of the school year and at appropriate times during the year.
- Review and evaluate the most recent school/external assessment data, as well as other relevant information, in relation to expected, target and actual achievement for individual students and the cohort.
- Identify and oversee the implementation of strategies by subject staff to address underachievement by students in relation to target grades.
- Follow up with staff, parents any other relevant stakeholders in cases of concerns surrounding student progress and achievement.

4. Curriculum

- Lead appropriate whole school curriculum development in Drama through effective liaison with the Heads of Primary and Secondary.

- Work with the Head of Primary and Drama Kitchen Cayman to further develop a Primary Drama curriculum which supports the transition to KS3 Drama.
- Ensure schemes of work are completed, up-to-date, used and reflect the ongoing practice, progress and development of KS3-5 Drama.
- Ensure the planning and delivery of KS3 PSHE elements through the Drama programme.
- Identify areas of the KS3 PSHE curriculum that are not covered in Drama and assist with the development of a programme of delivery for these elements within the Tutorial periods, assemblies etc.
- Assist with the scheduling of the assembly/tutor rota to support the delivery of the KS3 PHSE programme.
- Liaise with the Head of Secondary and Timetable Coordinator in respect of the curriculum, timetable and staffing needs of the subject.
- Liaise with the Examination Secretary in relation to student entries for internal and external examinations.

5. Primary School Responsibilities

- To work with the Head of Primary and Drama Kitchen Cayman to establish and support the vision for Drama in the Primary School.
- To work towards this vision by liaising between Primary teachers and with Drama Kitchen Cayman.
- To provide support to help develop speaking and listening in the EYFS and across the Primary School.
- To provide advice and support for Primary productions as necessary.
- To liaise with the Primary Head and Primary coordinators to develop planning in how drama and talk can be used to support writing and other curriculum areas.

6. Assessment

- Establish and implement clear policies and practices for assessing, recording and reporting on student work.
- Ensure assessments and reports are carried out in accordance with school policy by subject staff.

7. Quality of Teaching and Learning

- Ensure high standards of teaching and learning by providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of all students, including gifted and talented students and those with IEPs.
- Ensure appropriate liaison between subject teachers and Student Support staff in planning teaching and learning for students with IEPs or who require in-class learning support.
- Ensure a stimulating learning environment is reflected through classroom displays.

8. Monitoring and Evaluating

- Monitor the standards of work and achievement of students' work in all classes across the subject area to ensure consistency of marking and assessment of student work.
- Monitor the performance of students in external examinations and internal assessments. Implement strategies to improve attainment across the subject as required.
- Monitor the progress made with subject plans and achieving targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement. To this effect provide the Head of Secondary with a written annual report and draft subject improvement plan.
- Evaluate the teaching and learning of the subject in the school, use this analysis to identify effective practice and areas for improvement and take action to further improve the quality of teaching and learning.
- Attend meetings with the Head of Secondary to discuss the ongoing development of the subject and the annual School Musical Production.

9. Managing Own Performance and Development

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, extracurricular activities, subject leadership and management and involvement in school development.
- Delegate tasks as appropriate to subject staff to assist with own time management.

- Participate in appropriate professional development in accordance with the school's professional development policy and budget constraints.

10. Managing and Developing Staff

- Hold subject meetings as scheduled on the school year calendar.
- Communicate effectively with the KS3 tutor team what the expectations for delivery of the KS3 PHSE programme are.
- Lead professional development through example and support, and co-ordinate the provision of high - quality professional development drawing on other sources of expertise as necessary.
- Take responsibility for identifying and proposing the professional development needs of all who teach Drama and assist in the delivery of KS3 PHSE. Liaise with Senior Management in respect of those needs.

11. Relations with Wider Community

- Oversee and ensure involvement of St. Ignatius Catholic School in community initiatives related to the subject.
- Direct/Produce the annual School Musical Production, as agreed with the Head of Secondary, in collaboration with other colleagues.
- Liaise with external 'mental health' providers and agencies to assist with the delivery of identified KS3 PHSE themes.
- Lead or be involved in promoting intra-mural and extra-curricular activities related to the subject.
- Assist with the promotion of the value and on-going success of the subject's programme through a variety of meetings and media, both within the school and the wider community.
- Communicate and meet with parents, when appropriate, in order to promote and develop positive academic achievement, behaviour, attendance and punctuality and the personal development of Years 7 – 13 students in the subject.
- Communicate with external stakeholders, in order to ensure relevant attendance at meetings, presentations and that appropriate report deadlines are met.

12. Managing Resources

- Establish staff and resource needs, advise the Head of Secondary of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plan.
- Ensure the effective and efficient management, organisation and recording of learning resources, including information and communication technology.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- Liaise with the school Librarian and Director of Technology to develop appropriate resources for the subject.

Review

This job description will be reviewed at the beginning of each academic year, or earlier if necessary. In addition, it may be amended at any time after consultation.