



Job Description – Head of Performing Arts

Responsible to – SLT Line Manager

Key Features

Heads of Department will develop their Department in accordance with the values and aims of the School.

They will have a major teaching commitment and will be asked to act as Form Tutors.

The School subscribes to the Teachers' Standards and colleagues' performance is assessed in this context.

Monitoring Quality of Teaching and Learning

- Responsibility for the quality of teaching, learning and assessment in the department and ensuring that it meets the needs of all learners.
- Responsibility for the development of appropriate syllabi, schemes of work and teaching materials including differentiated materials for differing levels of ability.
- Monitoring and evaluating standards of achievement within the Department.
- Advising the SLT line manager on the assessment and recording of pupils' progress in the Department.
- Responsibility for the work, welfare and professional development of teaching and support staff within the Department.
- Checking that work has been set for the classes of absent colleagues, and if not, setting it.
- Responsibility for ensuring the moderation of examination work.
- Responsibility for ensuring that homework is set regularly in accordance with the homework policy and timetable.
- Responsibility for ensuring that books and work are marked on a regular basis by Department staff.
- Liaising with Directors of Year to raise the academic attainment and progress of individual or groups of pupils.
- Assisting and supporting non-specialist teachers in the delivery of the subject.
- Keeping abreast of any local or National developments which affect the delivery of the subject and advising the SLT line manager of any relevant implications for teaching, resourcing or training.

Leadership and Management

- To motivate staff in the development of the subject curriculum.
- Providing Professional Leadership and Management for a subject to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- Ensuring that all School Policies are known and implemented by all staff working in that Department.
- Inducting new staff and NQT's into the requirements of teaching the subject.
- Ensuring that all subject staff are aware of their responsibilities with regards to the SEN Code of Practice.
- Responsibility for the conduct and behaviour of pupils within the Department and to support

staff in matters of classroom discipline. To ensure that the School referral procedures are adhered to and ensure parental contact on discipline issues.

- If required, to carry out the role and responsibilities of Team Leader as described in the Performance Management Policy.

Review and Development

- Complete all documentation (DSEF / DIP / Monitoring Log / Behaviour Log) as determined by line-manager / School evaluation process
- Identify key priorities for development.
- Compile strategic plans to ensure progress towards Department priorities.
- Identify strategies to improve standards of achievement.
- Encourage the development of extra-curricular opportunities e.g. speakers, visits, extra lessons.
- Conduct appropriate monitoring of pupils' work.
- Provide a professional lead to colleagues in relation to the Teachers' Standards

Administration

- Ensure that appropriate communication is made to parents – praise, postcards, concern letters.
- Ensure necessary planning and administration for public and internal examinations.
- Producing the Department's Development Plan and the Department Handbook and completing all self-evaluation documentation.
- Attending meetings with their line manager and organising agenda setting and minuting of regular meetings with all staff who teach the subject.
- Responsibility for the care of the Department's teaching bases and stock rooms, immediate environs, equipment and materials. Reporting any cleaning or caretaking issues to the Estates department.
- Knowledge of and responsibility for, the Health and Safety regulations pertinent to the subject, Department's teaching bases and immediate environs.
- Informing the Estates department / SLT line manager of any repairs required and any Health and Safety issues.
- Monitoring and controlling the storage and use of teaching materials, books and equipment related to the Department.
- Accounting for the spending of monies allocated to the Department and production of bids for funds where appropriate.
- Assist in the allocation of pupils to academic groupings.
- Liaising with Directors of Year / Pastoral Managers where there is a pastoral problem or concern with individual pupils.
- Representing the Department at appropriate internal meetings and representing the School and subject at appropriate external meetings.

General Duties

- To be part of a duty team, under the direction of the team leader, carrying out supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents relative to the duties described above.

Developing and Enhancing the Performing Arts Experience across the School

- To monitor the quality of teaching and learning of all teachers within the department regardless of subject specialism.
- To teach Drama at any level within the School (within the age range 11-18).
- To design, maintain and monitor the delivery of the KS3, KS4 and KS5 curriculum for Drama in the School in terms of long, medium and short term planning.
- To ensure that all students are making good or outstanding progress in Drama and that teaching and learning of this subject across the School is of a high quality.

- To contribute to CPD across the School and share best practice via coaching, sharing planning and resources and following an 'open door' teaching policy.
- To ensure Drama has a high profile across the School through offering vibrant and exciting learning opportunities.
- To ensure that resources are organised and available to promote a purposeful environment for teaching and learning to take place, through a mix of traditional teaching techniques, integrating ICT where appropriate. To ensure that classrooms within the subject present a stimulating environment through the display of students' work and other exemplar materials.
- To extend the curriculum via relevant trips, organising exciting visits from relevant speakers and visitors and leading enrichment programmes including the management of peripatetic teachers.
- To promote high participation levels of Drama outside of the curriculum and to contribute to the extra-curricular enrichment activities of the School, running at least one additional activity per week.
- To lead at least one annual production per year and to organise regular showcases of students' achievement in Drama within the constraints of the curriculum and the budget.
- To lead intervention programmes during the School holidays, before / after School or during weekends as required.
- To deploy other adults effectively within the department and in the classroom, involving them, where appropriate, in the planning and management of student learning.

Note

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.