



**Job description for: Deputy Head of Drama
Day School**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

The Deputy Head of Drama's key purpose is to sustain and develop excellence in drama training and education offered to all pupils in this specialist performing arts school.

Our ethos is one of shared responsibility to which all teachers make a significant contribution. As many departments consist of just one member it is vital that teachers contribute throughout the year to the school's strategic planning.

The Deputy Head of Drama is a new and developing role. Working alongside the Head of Drama, you will generate the vision and ethos for each course, developing the most innovative core units for pupils and creating additional specialist units.

This role covers two key areas:

1. Liaising with the Head of Drama to implement the strategic direction
2. Teaching across all key stages with responsibility for the KS3 curriculum and managing the GCSE exams.

The successful candidate will ideally have experience of delivering the OCR specification at GCSE and A Level. They will work within existing structures and develop new ones to ensure that pupils are taught to the highest standards and achieve at a high level. The Deputy Head of Drama will help to manage other colleagues in the Department, and through observation and responsible, accurate feedback will seek to improve teaching and learning. The successful candidate will be an excellent classroom practitioner and will be encouraged to run in-house training events as a part of the overall CPD Programme. The Deputy Head of Drama will work in a way that reflects the school's ethos. They will use their excellent planning and organisational skills to ensure that pupils complete units to a high standard and on time, and their

	<p>excellent communication skills to provide pupils with clear goals which will enable them to maximise their potential and achieve excellent results in all exams.</p> <p>The Deputy Head of Drama will also be delivering A Level lessons, and contribute to the rich programme of extra-Curricular Drama and Sixth Form Enrichment.</p> <p>The Deputy will be in charge of creating an exciting extra-curricular programme for pupils during Periods 9 and 10 (4.10pm-5.30pm), offering a varied and unique opportunity for pupils in KS3 and KS4.</p> <p>The successful candidate will be expected to teach areas of their own personal expertise in appropriate units and contribute to the overall teaching of their chosen subject elsewhere in the school. They will also be expected to contribute their skills as a Form Tutor for a year group, and assist with covering colleagues when they are absent, and the Head of Drama in their absence to ensure the smooth running of the Department, alongside the Director of Performing Arts as needed.</p>
<p>Main duties and responsibilities:</p>	<p>PRINCIPAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> • To work in tandem with the HOD to realise and forge an exciting, and innovative way forward for the Department. • To organise, and contribute to the teaching of the KS3-KS5 syllabuses in Drama • To provide advice and support to colleagues. • To manage the GCSE exams and complete all paper work relevant to OCR. • To manage the KS3 Curriculum. • To supervise the use and care of the rooms assigned to Drama classes, including adherence to relevant Health and Safety regulations both in the studio and afterwards in the cloakrooms. <p>GENERAL</p> <ul style="list-style-type: none"> • Teach classes • To maintain and monitor appropriate records of pupils' learning and achievements • Design, develop and write suitable schemes of work for all Key Stages. • To manage and discuss with other teachers how they will present and create schemes for KS3 and KS4. • To provide observations and feedback to teachers as to how they can improve their teaching in all areas and implement training. • In accordance with the HOD's wishes, to manage all controlled conditions and exams for GCSE.

- To manage the department when the HOD is absent.
- To work in tandem with HOD as a moderator for all GCSE written work.
- To attend regular meetings with the HOD to discuss new strategies, moderation, plays, schemes etc.
- Deputy will attend all training sessions be they in-house or outside.
- To complete all relevant paperwork for GCSE and liaise with examiner.
- To write reports, attend parents' meetings and respond to parents' enquiries.
- To rehearse pupils to be confident when performing and achieve success, be it for an exam or school production
- To implement the school's agreed policies
- To maintain effective discipline through implementation of the school' agreed procedures.
- To take part in the performance management and appraisals programme.
- To attend meetings as appropriate
- To maintain liaison with classes' and individual pupils' form tutors.
- To keep abreast of all exam specifications

CURRICULUM

- To teach agreed process and creative Drama schemes to KS3.
- To teach and assess in regards to the GCSE OCR specification for KS4
- To teach and assess in regards to the GCE OCR specification for KS5
- To ensure that curricular records and assessments are kept and reports written
- To mark all work in relation to the relevant mark schemes
- To mark KS3 in accordance with the ArtsEd mark scheme
- To ensure that health and safety issues are properly understood and procedures followed effectively and consistently.

FINANCE AND RESOURCES

To provide a list of examination and school trips disbursements when required by the Headteacher and Finance Director.

All staff

- All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.
- All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.

	<ul style="list-style-type: none"> • All staff must adhere to the staff Code of Conduct. • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and pupils and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.
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Person specification		
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
		Method of assessment
Qualifications	<ul style="list-style-type: none"> • A relevant Degree is essential • QTS desirable 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Relevant teaching experience and a firm understanding of how to direct pupils in production work, whether for examination or for public performances. • Development of curriculum-based vocal study • Experience in leading a practical programme 	Contents of the application form Interview Professional references

Skills	<ul style="list-style-type: none"> • Ability to assist in leading, managing, and developing a team of Drama specialists, whether full-time, part-time, or visiting staff. • Ability to work creatively and collaboratively with other Departments across the Performing Arts Faculty. • Ability to design and implement interesting, creative, and appropriately challenging schemes of work at all levels. • An efficient and effective teacher with evidence of first-class teaching skills. • Proven ability as an effective classroom/studio manager • Ability to inspire pupils in this specialist school. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<ul style="list-style-type: none"> • An extensive knowledge of relevant examination syllabuses for GCSE, A Level with a willingness to learn new specifications if deemed appropriate. • A developed range of teaching pedagogy and strategies relevant to the teaching of the subject in this specialist school. • Familiarity with current best practice, and a willingness to share this with relevant colleagues. • An excellent knowledge of plays and practitioners in order to inform both the curriculum and production work. • A sound knowledge of other Drama and performance examining bodies e.g. LAMDA Exams. • A deep and developed knowledge of assessment procedures relating to the specialist area. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Motivation to work with children and young people. • ability to form and maintain appropriate relationships and personal boundaries with children and young people. • emotional resilience. • positive attitude to use of authority and maintaining discipline. • A strong commitment to educating young people. • The ability to work constructively across a wide age and ability range. • The all-round ability to discharge all professional duties properly. • Enthusiasm for the work of this specialist school including a passion for educating through the Arts. • The ability to work effectively and collaboratively as part of Faculty and whole-school Teams • A willingness to allocate own time to rehearse productions with pupils or give additional one-to-one support to pupils applying to Conservatoires, Performing Arts Courses and the ArtsEd Sixth Form. • The ability to help lead and inspire a Departmental Team, including bringing in visiting practitioners and specialists to lead workshops and masterclasses when appropriate. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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