



Community
Schools Trust
Challenge • Support • Together

Job Description

Post: 2iC Performing Arts and Head of Drama
Status: Full Time
Grade: Main Pay Range/Upper Pay Range Plus TLR1a
Line Manager: Head of Faculty
Location: Haggerston School

Community Schools Trust (CST) is committed to safeguarding and promoting the welfare of children and young people in our school and expects all staff and volunteers to share this commitment.

Provide professional leadership and management in all classes, supporting and developing the students to achieve excellent results, holding them accountable for their progress.

To provide professional leadership and management of the Drama team, to support and develop the team and to hold the team members accountable for student progress. To manage, lead and develop the curriculum, in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

In addition to the duties set out in the "School Teacher Pay and Conditions of Service" document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

Principal Accountabilities

- To agree, monitor and evaluate the subject student progress targets to promote pupil achievement and to make a measurable contribution to the faculty / whole school targets.
- To create a team improvement plan, which contributes positively to the achievement of the faculty / school improvement plan (SIP) and which actively involves all subject teachers in its design and execution.
- To engage all team members in the creation, consistent implementation and improvement of schemes of work, which encapsulate key learning strategies.
- To provide regular feedback for team members in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible and measurable impact on student progress.
- To assist the designated member of the leadership team/subject team leader in the ongoing review of the standards of leadership, and progress of students in the subject area, consistent with the schools self evaluation procedures.
- To ensure that you and all team members and students understand, and are actively implementing, the key aspects of the school's values and beliefs and all aspects of school agreed policies including the school's behaviour and inclusion policies.
- To oversee and evaluate the subject/team budget allocation to ensure the budget is spent in line with priorities and the principles of best value.

DUTIES AND RESPONSIBILITIES

To lead and manage the team:

- To ensure a coordinated approach to teaching, learning, and assessment, recording and reporting in Drama, in line with whole school policies.
- To ensure a coordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those on the SEN, EMA and G & T registers and that this is followed up in departmental practices and documentation.
- To develop schemes of work, which provide for differentiation and emphasise the use of skills and knowledge.
- To keep the curriculum under review and encourage students to take an examination at the end of Key Stage 4.
- To maintain the commitment for students to pursue Drama post 16.
- To encourage students to participate in visits and other events as extra-curricular activities.
- To monitor and evaluate the delivery of the Drama curriculum through line management of staff and oversight of student's work and lesson observations.
- To make a major contribution to the School Improvement Plan through whole school and faculty planning and evaluation.
- To work effectively with other Heads of Drama within the Borough/trust.
- To contribute to all school performances throughout the year

Responsibilities of Leadership and Management of the team to ensure the following areas are addressed:

Teaching, Learning and Assessment

- To oversee all work within the subject area and ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students.
- To continually review and develop the range of learning experiences offered to students.
- To keep informed of curriculum developments relevant to the subject.
- To ensure detailed schemes of work are prepared in line with national and exam board requirements and school policy.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified.
- To develop effective liaison with the Language and Learning Development team, EMA team, G+T coordinator and Heads of Learning to ensure and support appropriate intervention for identified students at risk of underachieving, and to ensure that the educational needs of all students are met
- To ensure that accurate records of progress are kept and updated frequently by all teachers in the team.
- To regularly moderate assessment procedures to ensure accuracy and consistency of all teachers in the team
- To ensure that all behaviour concerns are dealt with in line with faculty and school policy
- To ensure that profiles and progress reports are written on all students, by published deadlines, and that these conform to school policy.
- To devise and implement strategies for celebrating student achievement, e.g. regular display of work, and informing relevant parties in school and families
- To participate in the implementation of cross-curricular links within the faculty.
- To liaise with, and assist where appropriate, the Senior Teacher – Assessment, in the conduct of public and internal examinations.

Professional Support

- To give advice and support to other teachers involved in the delivery of Drama, in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within the subject areas

- To work with the SLT person responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To offer all team members' opportunities, to aid their professional development. Such opportunities should reflect the school's approach to appraisal and include strategies for extending professional experiences, and be agreed in consultation with the CPD coordinator.
- To ensure that appropriate work is set for cover staff.
- To ensure the preparation and regular update of the Expressive Arts Handbook.

Communications

- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene teaching team meetings and ensure notes of discussion and action are kept.
- To contribute to effective liaison with institutions outside the school, including primary schools and post-16 institutions organised by the faculty.
- To keep team members informed of curriculum developments.
- To liaise with parents, as and when appropriate

Resources

- To monitor and ensure the allocated capitation is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To ensure that the general environment within the Drama area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to person in charge of premises and facilities.
- To liaise with the SLT person responsible for timetable over staff deployment and timetabling.

General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team
- Participate in the regular review of this job descriptions

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified .This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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I acknowledge that I have seen, understood and received a copy of this job description.

Signed by Employee: _____

Print Name: _____

Date: _____

Person Specification - 2iC Performing Arts and Head of Drama

2iC Performing Arts and Head of Drama	Haggerston School
Teaching	Community Schools Trust
Pay Scale: Main Pay Range/Upper Pay Range Plus TLR1a	

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IMPORTANT INFORMATION FOR APPLICANTS

PERSON SPECIFICATION 2iC Performing Arts and Head of Drama

Requirements:	Assessment Criteria		
Qualifications	Interview	Application Form	Lesson Observation
Qualified Teacher Status (or working towards)		•	
Evidence of continuing professional development	•	•	•
Experience:			
Successful involvement in planning, implementing and evaluating initiatives to raise attainment and continuously improve and adapt own classroom practice	•	•	•
Evidence of outstanding teaching with the ability to teach all Key Stages and abilities	•	•	•
Effective classroom management skills with efficient use and organisation of resources	•		•
Professional knowledge and understanding:			
Evidence of thorough knowledge, understanding and enthusiasm for the subject	•	•	•
Understanding of the strategies needed to establish high classroom standards of results and behaviour	•	•	•
Understanding of Key Stage 2 to 3 transition issues	•	•	
Understanding of the 14 to 19 curriculum and developments within the curriculum, particularly the KS3 Revised National Curriculum	•	•	

Knowledge of pupil data and its practical application in lesson planning and increasing student attainment	•	•	•
The ability to use ICT effectively to support tasks and activities	•	•	•
Behavioural competencies:			
Integrity and the ability to promote and maintain the highest standards in all aspects of the work in the school	•		
Team player with energy, enthusiasm, perseverance and a sense of humour	•		
Genuine interest and passion for young people's education and willingness to contribute to wider school life and ethos	•	•	
Ability to develop and maintain positive relationships with teachers, support staff and parents	•		
Ability to motivate students recognising and responding to the diverse needs of learners	•	•	•
Ability to reflect on own classroom practice to continuously improve and being open to feedback	•	•	
Ability to work independently using initiative and as part of a team contributing to INSETs	•		
Excellent written skills, as evidenced by application		•	
Excellent organisational and planning skills, encouraging positive collaborative working practices and planning own time effectively	•	•	•
Good communication skills, showing sensitivity and strength	•		•
Mentoring and coaching skills, showing ability to be both constructive and critical	•		
Ability and skills to manage change	•	•	
A commitment to developing curriculum activities within the faculty	•		
A commitment to ongoing regular professional development, undertaking training as required	•	•	
Commitment to the Safeguarding and welfare of all students	•	•	
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools	•	•	