



St Ursula's Convent School A Humanities College and Teaching School

Job Description – Head of Drama

Activity	Responsibility
Reporting to	Assistant Headteacher
Liaising with	Headteacher, Leadership Team, Middle Leaders, teachers and support staff, LA representatives, external agencies, and parents.
Working Time	Full time
	The Head of Drama is responsible specifically for the leadership and development of Drama throughout the school, ensuring that each pupil is positively encouraged to develop their potential to the full.
Specific responsibilities	<ul style="list-style-type: none"> • Ensuring that the School's Values are encapsulated within Drama teaching. • Planning, implementing and reviewing the curriculum. • Ensuring that assessment is both regular and thorough and that full records of pupils are kept. • Overseeing the extra-curricular Drama Programme across all age groups. • Implementing the ongoing development of the subject area. • Organising and attending theatre visits for students as required. • Liaising with senior staff in matters concerned with discipline and matters relating to the timetable. • Provision of extension activities, such as for the Gifted and Talented cohort. • Providing appropriate support for SEN pupils. • Providing academic support outside of lessons, such as revision classes. • Bidding for and running the departmental budget. • Managing the provision of textbooks and resources. • Providing information on Public Examination entries to the Examinations Officer.

	<ul style="list-style-type: none"> • Implementing all school policies. • Contributing to the spiritual, moral, social, and cultural development of pupils. • Liaising with other departments in the school. • Cooperating with senior staff in developing links with feeder schools. • Being available to provide advice and guidance on Examination Results Days. • Within these specific responsibilities, the Head of Drama is expected to foster a lively and enthusiastic atmosphere within the department for all pupils.
Additional Specific Responsibilities	<ul style="list-style-type: none"> • To organise trips and activities to enhance the teaching and learning of Drama within the school. • To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.
General Duties	<ul style="list-style-type: none"> • To carry out a share of supervisory duties and detentions in accordance with published schedules. • To participate in appropriate meetings with colleagues and parents relative to the above duties. • To contribute to the PSCHE programme when required. • To attend whole School events e.g. Open Days, • To provide cover and examination assistance as required. • All staff are required to contribute to the School's Extra-Curricular programmes. • It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.