



## LOWER, UPPER PREPARATORY & SENIOR DEPARTMENT

Head of Drama, teacher of English

Name: TBC

### **Specific responsibilities:**

*N.B. This is a flexible working document and should not be considered exhaustive.*

- Play a positive role in the implementation of the School Development Plan or in any action plans as a result of an internal or external audit or inspection
- Work in liaison with the Deputy Head Academic and Deputy Head respectively, to ensure that each child achieves their potential
- Monitor, develop and review curricular policy for the department with the Deputy Head Academic
- Devise, with the support of the Senior Leadership Team and others, a suitably challenging and innovative programme of curricular and co-curricular provision across the department to help each pupil learn important life skills
- Support the marketing strategy for the school by attendance at school events, occasionally outside normal working hours, as well as assisting with the general recruitment and retention of pupils as required
- Have day to day responsibility for planning and management of the administrative events for your subject classes
- Expedite excellent channels of communication with all stakeholders
- Manage, with care, any relevant budgets
- Arrange, with the support of the Head of Department, relevant information evenings and events pertaining to your subjects for GCSE options or tertiary education
- Assist with organisation so that each member of staff in the department has a clear understanding of their role and duties and organise accordingly

- Teach collegiately in pursuit of all round excellence for the pupils
- Work with empathy, good humour and consummate professionalism to be a good role model for the pupils, and to uphold the reputation of the school, at all times
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headmaster
- Produce a high quality major school production each year at NESOT theatre, establish a new minor production each year and assist with the Junior Christmas Nativity show
- Ensure the curriculum framework supports current Year 9 students in readiness for GCSE examinations
- Develop a whole school strategy for Speaking & Listening in tandem with the English Speaking Board
- Organise the Public Speaking Competition annually
- Showcase Drama in the newsletter with frequency and enthusiasm

#### **Specific teaching responsibilities:**

- Effectively support the development of the Drama Department throughout the school and inspire pupils and staff with strong subject knowledge and a passion for learning
- Help to engender the successful implementation of the curriculum in Drama throughout the school and propagate a love of learning in the pupils for the subject
- Provide suitable opportunities across the age and ability range, such as competitions and trips, to ensure children develop an avid dramatic interest
- Keep abreast of suitable CPD opportunities in order to establish an exemplar of best practice
- Liaise with the Study Centre and ensure schemes of work are carefully differentiated to reflect both SEND and GTi needs
- Readily support all teaching staff in the department and assist in the choice of reading and learning material
- Inspire pupils and staff with strong subject knowledge and passion in its delivery

- Help pupils to understand and practise independent learning
- Expedite excellent short, medium and long term planning
- Undertake all aspects of appraisal and peer observations annually
- Ideally teach English to classes within the Upper Prep/ Senior Divisions

**Other curricular & co-curricular responsibilities:**

- Contribute meaningfully to the preparation and delivery of any form of internal or external assessment as required
- Participate in the co-curricular programme
- Engage meaningfully with the House system
- Provide edited and informative written reports as required and prepare thoroughly for parents' evenings
- Show commitment in the support of day and residential trips
- Arrange the classroom in a way that is conducive to an effective learning process, resulting in a well-ordered stimulating and attractive environment
- Have appropriate equipment and learning resources available, grouped and stored in such a way that ensures their accessibility to children
- Organise children appropriately in class; planning patterns of working in such a way that it is likely to increase their independence and efficiency
- Ensure that children are given opportunities of group work - i.e. they work together at a specific task which facilitates interactive learning, the sharing of ideas with the need to arrive at conclusions
- Enable children to develop skills and concepts in all aspects of the curriculum within integrated learning situations as and when appropriate, matched to age, aptitude and ability
- Mark work carefully and promptly, in keeping with the school marking policy, to ensure clear feedback and positive reinforcement
- Encourage children to value themselves and others both inside and outside the classroom

- Have working displays, which reflect the tasks in hand, presented in a variety of forms
- Display and regularly change children's work to show best practice
- Ensure that attention is given to the readiness of the classroom at the beginning of the school day and the tidiness of the classroom at the end of the day
- Be aware of any signs of stress, emotional imbalance or learning difficulties and keep the appropriate people informed over these concerns
- Ensure that each child is working to the best of his ability, is well disciplined, well mannered, considerate and happy

Agreed by..... Date.....