



The Mountbatten School

Head of Drama TLR2b

The Job Specification

As Head of Drama, your role is to lead an outstanding department in a school committed to high standards of achievement and behaviour. You will possess the drive, energy and creativity to ensure that the Drama Department remains a centre of excellence for innovative teaching and learning.

Responsible and accountable to:
Headteacher

Principal Responsibilities

1. Carry out the duties of a classroom teacher as detailed in the Conditions of Employment of Teachers in the School Teachers' Pay and Conditions Document.
2. Teach Drama to the full range of ability from Years 7 to 11.
3. Advise the Headteacher on all matters relating to the Drama Department, including curriculum, staffing, resources, accommodation, finance and safety.
4. Lead a team of committed teachers to deliver a curriculum which provides appropriate progression, balance and challenge to all students, developing appropriate schemes of learning and teaching materials for all levels of ability; and monitoring, evaluating and updating teaching resources.
5. Be responsible for the quality of teaching, quality of learning and standards achieved throughout the department by leading robust self-evaluation and quality assurance activities which make a significant contribution to improving the quality of teaching and learning in the subject to students of all abilities from Years 7 - 11.
6. Encourage an enthusiasm for Drama amongst all students through a curriculum appropriate to their ability, enabling all to pursue the highest possible level of excellence.
7. Be responsible for the collection, use and analysis of assessment and performance data to identify and track the progress of students in Drama with a particular focus on Pupil Premium, SEND and LAC students, in line with the school's Assessment Policy.
8. In liaison with the Senior Leadership Team link person, set realistic, but challenging, targets for students in the department.

9. Assist in the appointment of staff to the department; to ensure the smooth induction of new appointees to the department; to take responsibility for Early Career Teachers within the department; to identify the developmental needs of all staff in the department.
10. Act as a Team Leader for the Appraisal of a group of teaching colleagues.
11. Ensure that the school's aims and policies are met through the department aims and policies and to be responsible for drafting, negotiating and implementing the Drama Department Improvement Plan within which the developmental needs of all Drama staff should be identified and met.
12. Organise regular, structured meetings of the Drama staff, in order to create policy, disseminate information and share matters of professional interest and concern, passing minutes to Executive Headteacher and line managers.
13. Represent the Drama Department at meetings in school and out of school, as appropriate.
14. Be a form tutor of an assigned form and to carry out related duties in accordance with the general job description of form tutor.

Additional Specific Responsibilities

1. Articulate and implement a vision for Drama provision across The Mountbatten School.
2. Lead and develop an outstanding extra-curricular Drama programme, which is inclusive and ensures that growing numbers of students (including Pupil Premium students) are engaged in extra-curricular Drama, including theatre trips to support students' learning.
3. Direct and produce an annual school production which is inclusive and ensures that a range of students are able to be involved either on stage or back stage.
4. Have overall responsibility for the accurate administration of Drama throughout the curriculum, including GCSE courses.
5. Have overall responsibility for the accurate administration of internally assessed Key Stage 3 and Key Stage 4 courses.
6. Keep up to date with curricular developments relating to the subject and apposite cross-curricular issues and to use such information to inform the Department Improvement Plan in terms of both curricular planning and in-service training needs.
7. Manage appropriate resources (books, materials and equipment) for the Department so that they are accessible to staff and students as required.
8. Manage the maintenance of the Drama inventory and Drama accounts, ensuring the efficient and effective use of capitation.
9. Liaise with the Senior Leadership Team over the timetabling of Drama lessons.
10. Liaise with the Senior Leadership and Heads of Faculty over the Department's contributions to cross-curricular issues.

11. Encourage and support members of the Department in fulfilling their individual responsibilities.
12. Have oversight of the general care of Drama teaching spaces and facilities and to ensure the health and safety of all those working in them.
13. Ensure that the Drama Department celebrates and supports students' learning in the form of well presented, up to date, stimulating and attractive displays.
14. Report in writing twice yearly to the Headteacher on the work and progress of the Drama Department, for inclusion in the Trustees' Report
15. Ensure that the safety and security of all students is paramount in school, and on extra-curricular visits.

General Duties

1. Maintain good discipline and control in all lessons. To be well acquainted with the school's Behaviour Policy and to use the discipline chain conscientiously and effectively as necessary.
2. Participate in appropriate meetings with colleagues and parents, relative to the above duties.
3. Ensure that the subject work space is kept in an orderly and tidy fashion, mounting displays of work and keeping them neat and up-to-date.
4. Carry out a share of supervisory duties in accordance with published rosters.
5. Any additional responsibilities as may be required by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

GDPR Statement

All staff have a responsibility to handle personal data in accordance with UK GDPR, the Data Protection Act 2018, and the school's data protection policies. This includes processing student and staff personal data only for legitimate educational purposes, maintaining confidentiality of sensitive information including academic records and safeguarding concerns, ensuring accurate record-keeping of assessments and attendance, and securing both physical and digital information appropriately. Teaching staff must be particularly vigilant when sharing student data with parents, external agencies, or for educational trips, and must report any data breaches or concerns immediately to the Data Protection Officer. All teaching staff must complete mandatory data protection training and adhere to all guidance provided to safeguard the privacy and rights of students, colleagues, and the wider school community.