



LODE HEATH SCHOOL

Arden Multi Academy Trust



Job Description

Post Title:	Subject Leader: Drama & Performing Arts	Salary Grade:	MPS/UPS & TLR negotiable, depending on experience
Location:	Lode Heath School	Salary Range:	MPS 1-6 UPS 1-3
Department:	Faculty: Creative Arts & Industries	Weeks:	NA
Responsible to:	Head of Faculty Deputy Headteacher Headteacher	Hours:	Full Time

JOB PURPOSE:

- To be responsible for all matters relating to the teaching, learning & assessment of Drama.
- Support Faculty Leader in ensuing Quality First Teaching throughout the Faculty.
- Teacher of Drama primarily, and other subjects where required, according to the Teachers' Pay and Conditions Act.
- To promote the general progress and well-being of individual students and of any class or group of students assigned to you principally but not exclusively by teaching Drama.
- To actively support the collegiate responsibilities across the school as a whole.
- To support the Faculty Leader in ensuring that the Department's work meets the aims and policies of the school, both in relation to the ethos of the school and to specific curriculum policies.
- To interpret the standards and expectations of the school, sharing responsibility for the welfare and discipline of students.

WORK PERFORMED:

The Subject Leader will:

1. Lead, manage and develop the subject (including setting clear targets) ensuring all departmental work meets the ethos, aims and objectives of the wider school.
2. Support the Faculty Leader in leading and developing effective learning resources and innovative working practices, using evidence-based research where appropriate, in an ongoing evaluative process.
3. Ensure all relevant curriculum and/ or syllabus developments and teaching & learning practices are implemented effectively in order to meet student needs at a subject, whole school level and beyond. This will include enrichment opportunities.
4. Lead on, implement and evaluate strategies to promote progress for all students.
5. Undertake a Quality Assurance programme to carefully and regularly monitor and evaluate:
 - Student progress and to plan and implement intervention accordingly to enable all students to achieve their best.
 - Staff within the department, in conjunction with the Faculty Leader, to ensure they are working to school policies, contributing to school and departmental targets and working to help every student achieve their best.
6. Lead, develop and enhance the teaching practice of any other staff delivering Drama, if applicable.
7. Plan and deliver enrichment and extra-curricular opportunities for students
8. Attend relevant meetings, leading as appropriate, and communicate the work of the department to stakeholders
9. Collaborate with others and contribute to and sharing of good practice at a whole school level.

All Subject Leaders will teach a designated number of lessons and will undertake and fulfil the responsibilities of a classroom teacher which includes the role of a form tutor:

1. Teach across the age and ability range to and including Key Stage 4, in a professional manner, with full regard for the aims and objectives of the subject and current programmes of study.
2. Raise the contribution of the subject as part of the development of the whole child.
3. Provide a colourful, stimulating, supportive and challenging environment for learning.

4. Employ a wide range of pedagogical strategies to meet the needs of all students
5. Gather and use assessment data to plan and implement effective intervention work.
6. Follow agreed procedures on matters such as marking and providing feedback on student work, record keeping, report writing, disciplinary matters and the setting of homework.
7. Attend area, department meetings and parents' consultation meetings and other events within the annual calendar.
8. To actively support the collegiate responsibilities within the main teaching area, addressing aspects of delegated responsibility as appropriate.
9. Help draw up the school and department evaluation and development plans.
10. Perform such reasonable duties as required by the Headteacher, Deputy Headteacher and Head of Year.
11. To respond to the entitlement of all staff to professional development through an induction process and through his/her personal growth according to the Continuing Professional Development/Performance Management Scheme.
12. To promote the general progress and well-being of individual students and of any class or group of students assigned to him/ her principally but not exclusively as a form teacher.
13. Carrying out general administration, delivering appropriate material to tutees and attending assemblies & tutor time as a form tutor.
14. Take an equitable share of statutory duties.

PEOPLE RESPONSIBILITIES:

1. To liaise with the other relevant TLR holders, line managers and Deputy Headteacher on a regular basis
2. UPS teachers are required to make a 'substantial and sustained' contribution to the wider life and ethos of the school. This may include the coaching and/ or mentoring of other staff members.

WORK RESPONSIBILITIES:

Teaching timetable and tasks in accordance with the job description of subject teacher.

SAFEGUARDING RESPONSIBILITIES:

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with.

FINANCIAL RESPONSIBILITIES:

Management of the departmental budget including the ordering of materials and ensuring that there are clear links between educational outcomes and the allocation of resources.

TRAINING AND DEVELOPMENT:

The School is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT

- The School operates a 'No-Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit www.lodeheathschool.co.uk/gdpr.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description reviewed by: L Suddon

Date: Sept 2023