Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Head of Drama Maternity Cover

Key responsibilities	• As a subject leader, you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery and is fully committed to raising attainment across all key stages • Responsible for the co-ordination of the Drama curriculum across the school, including updating and implementing curriculum maps • Development and continuous review of school wide accreditations including whole school drama performances • Develop schemes of work appropriate to the needs of students to maximise achievement • Identify and adopt the most effective approaches for students with a wide variety of different needs • Set targets and be accountable for pupil progress and development within teaching groups, using prior attainment data • Accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations • Complete data entries as necessary and contribute to school's robust self-evaluation analysis of department data to effectively identify areas of strength and areas for development that will inform interventions, targets and teaching methods across Drama • To be a form tutor for a class of students in the school • Participate in professional development and keep abreast of developments and future initiatives in the field of Drama • To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership • To prepare students for examinations and participate in examination arrangements • Undertake a weekly break and lunchtime duty
Leadership responsibilities	• Review and update effective accredited courses appropriate to the students' needs • Work with the SLT to implement appropriate interventions for Drama • To ensure Drama resources are ordered to support the curriculum; monitoring and managing the department budget • To co-ordinate trips, visits and other activities to support the Drama curriculum • Working with SLT to lead on all accreditations and quality assure work

	• Implementation of whole school policy and practice • Have an outward facing approach; willing to network with other schools & organisations to provide innovative opportunities for students • Attend department & wider school meetings • To lead on responsibilities as directed by the headteacher
General duties & teaching responsibilities	• Ensure teaching and learning meets all statutory requirements as defined by Ofsted/DFE, and other external bodies • Help to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children's learning • Plan and prepare lessons in order to deliver the curriculum ensuring effective breadth and balance • Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations • Teach lessons that are creative, engaging and inspiring for the pupils • Help to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety • Organise and manage groups or individual students, ensuring differentiation of learning needs, reflecting all abilities • Plan opportunities to develop the social, moral, emotional and cultural aspects of students' learning • Develop and maintain a regular system of monitoring, assessment, record-keeping and reporting of student's progress • Ensure lessons are catered to the needs of the pupils, including personalised educational health care targets of the pupils • Ensure the classroom is well organised, tidy and that classroom displays are educational and celebratory of pupils' achievements • Ensure effective use of support staff within the classroom • Participate in staff meetings and deliver presentations and training as required • To communicate and consult with parents over all aspects of their child's education - academic, social and emotional. Attend parent/carer meetings. • Work as a team player reporting directly to a member of SLT • Maintain an up-to-date knowledge of key curriculum areas linked to role
Other specific duties/ requirements	• Participate in professional development and keep abreast of developments and future initiatives in the field of teaching • Take part in wider staff training and development, for example in key areas such as safeguarding

	• Engage actively in the school's appraisal process • To be reflective and to continually strive for self-improvement • Comply with and enforce all policies and regulations relating to Child Protection and Safeguarding • Demonstrate suitability to work with children • To comply with the school's Health and Safety Policy and undertake risk assessments where required • Understand and comply with data protection regulations • Demonstrate a record of excellent attendance and punctuality • Adhere to the school's Staff Code of Conduct and dress code • Undertake any other duties as reasonably requested by the Headteacher