



Howden School

Job Description

Job Title: Subject Leader of Drama
TLR: 2a

Key Purpose

To provide professional leadership and management for a specified area of the curriculum to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students. To support and hold accountable all members of a team including lead teachers in meeting high standards of performance in line with student progress targets, performance management targets and the school development plan. Specific responsibilities include the following.

Curriculum

- To ensure that the curriculum in place is relevant, accessible and meets the needs of all learners by allowing them to make rapid and sustained progress (ie: through choice of syllabus/ specification and appropriate differentiation).
- To regularly review and update the curriculum and implement associated developments. Specifically in line with changes to the KS3 and KS4 curriculums.
- To ensure schemes of learning and programmes of study are in place and are being delivered effectively by the teaching team.

Teaching and Learning

- To ensure that the quality of teaching and learning is consistent with school expectations and that procedures are in place to monitor this (eg: through lesson observations, scrutiny of work, discussions with staff and students).
- To lead initiatives aimed at developing and improving teaching and learning within the department.
- To use assessment and other data to track student progress, identifying underperforming individuals and groups and implementing strategies to address this. To manage the transition to “Life after Levels”.
- To liaise with Learning Managers, SENCO, Pastoral Managers and others with respect to intervention work aimed at personalisation of learning.
- To ensure mechanisms are in place to undertake, collect and store coursework and that standardisation and moderation procedures satisfy exam board requirements.

Self Evaluation and Planning

- To provide an annually updated departmental self-evaluation which links into the whole school SEF.
- To analyse departmental performance in terms of examination results and identify priority areas for development, linked to specific groups of students where necessary.
- To produce and implement a termly departmental development plan which identifies key priorities and strategies to address these, including appropriate timescales, success criteria and responsibilities.

Staffing

- To line manage other members of the department, offering support, advice and guidance as required.
- To assess and communicate CPD needs.
- To lead teaching team meetings as laid out in the school calendar, setting agendas and noting action points.
- To ensure effective staff deployment in consultation with the timetable team.
- To ensure effective deployment of support staff.
- To assist in the appointment of staff to work within the department.

Implementation of Policies

- To implement whole school policies and procedures within the department to ensure consistency of approach (eg: Health and Safety, Teaching and Learning, Assessment and Reporting, Rewards and Sanctions).
- To liaise with the Examinations Officer with respect to examinations.
- To attend Teaching and Learning Group and Subject Leaders Group meetings as laid out in the school calendar.

Resources and Facilities

- To ensure effective management and deployment of resources.
- To manage relevant budgets (eg: departmental capitation) and linked to spending plans.
- To oversee the management of rooms and facilities within the department and liaise with the Site Manager with respect to Health and Safety issues or other problems.