



## **BABINGTON HOUSE SCHOOL**

### **HEAD OF DEPARTMENT - DRAMA**

#### **JOB DESCRIPTION**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

Babington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and line manager, and will be reviewed annually as part of the performance management process.

#### **LINE MANAGER: Head of Seniors**

##### **A. GENERAL RESPONSIBILITIES:**

To provide leadership in the development and management of Drama, to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the headmaster. The post holder may be required to teach other more than one subject as part of his/her timetable.

##### **B. SPECIFIC RESPONSIBILITIES:**

The particular responsibilities attached to the post of Head of Department are as follows:

- (a) To advise the Head of Seniors on the aims and policies of the Department and the resources required to implement these;
- (b) To co-ordinate the preparation and development of courses of study, teaching materials, teaching programs, methods of teaching and assessment.
- (c) To be accountable to the Head of Seniors for the progress of pupils within the subject area;
- (d) To prepare the departmental development plans in line with the School Improvement Plan and Action Plan and to reflect departmental priorities;
- (e) To contribute to the selection for appointment and professional development of teachers and non-teaching staff including the induction and assessment of new and newly qualified teachers to work in the Department;
- (f) To seek to ensure the effective use of the Department's equipment, proper maintenance of the materials and fabric of the Department and the observance of relevant health and safety regulations;
- (g) To maintain efficient and effective control of the Department's budget;
- (h) To teach pupils within the school and to carry out such other associated

duties as are reasonably assigned by the Headmaster.

### **C. Key Tasks**

The key tasks attached to the post of Head of Department are as follows:

- (a) To monitor the work of the Department and to organise Departmental meetings to discuss the implementation of Departmental policy;
- (b) To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the Department and integrate this into the work of the school as a whole;
- (c) To draw up and monitor the resource requirements of the Department and, From time to time, to requisition resources and materials in accordance with arrangements made for the purpose;
- (d) To analyse data on pupil progress, achievement and attainment in line with school policy and practice;
- (e) To devise and maintain arrangements for reporting to parents on the progress of pupils undertaking studies in the Department in accordance with the school's overall systems;
- (f) To assist the Headmaster in the preparation of reports relating to the work of the Department to be made to the school's governing body.
- (g) To make contributions relating to the work of the Department to materials published about the school
- (h) To work with SLT line managers and others who have teaching responsibility for the department.

### **D. RELATIONSHIPS WITH STAFF**

1. Achieve constructive working relationships with all staff;
2. Supervise, organise and manage the work of teaching and non-teaching staff allocated to work in the Department.
3. Provide regular information to senior staff on student progress.

### **E. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

1. Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting teaching objectives;
2. Participate in the performance management system and agree objectives based on the school improvement plan, borough and nationally determined targets.

### **F. GENERAL**

1. Promote the school's mission, aims, values, ethos, behaviour policy, and other policies;
2. Perform the role of form tutor and carry out its attendant responsibilities;
3. Participate in the designated guidance and direction of pupils, including progress reviews and target setting meetings;
4. Contribute to the delivery of the Personal and Social Education (PSE), Careers, and Health Education programme;
5. Attend assemblies, designated school functions (such as parents evenings, Speech Day etc.) and register the attendance of pupils;
6. Provide cover according to the terms of the nationally agreed framework;
7. Contribute to the school's extra-curricular provision;
8. Take on any additional responsibilities which might, from time to time, be determined.
9. Contribute fully to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.