

## Head of Drama (and Dance) Department- Cambourne Village College

### JOB DESCRIPTION

This is a permanent post

Created April 2019 for academic year 2019/20 Next review: 2021

**Salary** TLR 2a £6,646

### Line of Responsibility

The Head of Department is directly responsible to the Principal or the Deputy Principal of School.

### Line Management

The Head of Department is responsible for the performance of all staff within his/her teaching department and will be required to act as a team leader within the College's performance management scheme.

### MAIN PROFESSIONAL DUTIES

#### Strategic purpose

The Head of Department will ensure the highest standards of teaching and learning, and the best possible achievement of the pupils within the department.

#### Operational responsibilities

- To oversee the planning for and implementation of the curriculum and teaching programme for the Drama Department at KS3 and KS4 (and Dance Department at KS4)
- To lead and support the work of the subject teaching team(s)
- To oversee the excellent progress and achievement of all pupils within the subject area(s)
- To ensure that pupil progress is appropriately tracked and that records are kept, used and up-dated regularly to enhance pupil progress
- To ensure that communication with parents is maintained as appropriate to enhance pupil progress, including overseeing reporting arrangements and parents' consultations
- To lead and support extra-curricular provision to enhance subject teaching with the subject area, including leading on annual productions in collaboration with other colleagues
- To maintain a commitment to innovation and continuous development with the subject area
- To make full and appropriate use of technologies in line with College policy, to enhance teaching and learning and home/school communication To ensure that whole school strategies such as the Literacy Strategy are fully and appropriately implemented with the subject area
- To liaise with other key personnel within the College as necessary

- To manage the Department budget
- To manage Department Resources

### **Performance Management**

The Head of Department will agree professional targets annually with the Principal or Deputy Principal of School, who will monitor and review her/his performance in accordance with the College's performance management policy.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post holder is required to uphold the College's policy in respect of child protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

The post holder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

In particular attention is drawn to the new requirements for Planning Preparation and Assessment Time – *'With effect from September 1<sup>st</sup> 2005, all teachers at a school with timetabled teaching commitments.....have a contractual entitlement to guaranteed PPA time within the timetabled teaching day'.*

*'The amount of guaranteed PPA time should be set as a minimum of at least 10% of a teacher's timetabled teaching time.'*

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

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

All staff members participate in the College's performance management scheme.