



FARNBOROUGH HILL
WHOLEHEARTEDLY

JOB DESCRIPTION

Director of Drama

General

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement
- To establish the aims and objectives of the Drama Department and to set objectives which lead to the achievement of those aims.
- To make a significant contribution to the School's and Drama Department's co-curricular programme.
- To be accountable to the Headmistress and to perform such duties as she may reasonably direct, including some duties out of school hours.
- To play a full part in the life of the School community and encourage staff and pupils to follow this example.

Key Responsibilities

- To lead and manage the Drama Department, including relevant peripatetic staff, in an inspirational and effective way.
- To plan, in conjunction with members of the department, a syllabus for Years 7 to 9 and to be responsible for curriculum development within the department.
- To maintain high levels of achievement in Drama and enjoyment of the subject across all three key stages, supporting students to gain the highest possible grades at GCSE and A Level
- To inspire and support students to continue with the study of Drama beyond school at University, including Oxbridge
- To oversee the delivery of examination specifications, manage resources, schemes of work, assessment and teaching and learning strategies within the Drama Department.
- To lead the Drama co-curricular programme, including directing the major productions.
- To oversee and develop a programme of Drama enrichment, including workshops and trips.
- To actively monitor pupil progress and to complete regular assessments.
- To promote staff development and to participate in the School's Professional Developmental Review procedures.
- To evaluate and promote progress towards the two-yearly Department Development Plan.
- To keep up to date with national developments in the subject area, including advances in technology.
- To effectively lead, manage and deploy teaching staff.
- To manage the Drama Department budget.
- To attend Heads of Department and Middle Leaders meetings as required and to contribute to curriculum development and initiatives.
- To promote the status and popularity of Drama in the school through, for example, the school website and social media, co-curricular clubs, trips and enrichment activities
- To keep up to date with national developments in the subject.
- To take part and organize subject-related visits.

Other Responsibilities

- Play an active role in the life of the School.
- Perform supervisory duties including invigilation; supervising pupils at breaks and covering for absent colleagues.
- Attend, support and lead, as appropriate, school events including: Assemblies, Masses, parents' evenings, Staff Seminar Days, staff meetings and staff briefings.

Pastoral Responsibilities

- To act as a Form Tutor and to carry out the duties associated with the role.
- To contribute to, and occasionally lead the delivery of PSHEE, Assemblies and whole-school events.