

# LITTLE HEATH SCHOOL

Reading, Berkshire



**Job Title:** Second in Drama

**Report to:** Head of Drama

**Job Purpose:** The second in Drama will:

- raise standards of student achievement within Drama;
- carry out the professional duties of a classroom teacher as set out in the current STPCD.

**Salary/pay grade:** TLR 2 (a) £3,214 pa (Nationally agreed pay scales are used as defined in the STPCD).

## **Specific responsibilities of the post:**

### Teaching and Learning

- To develop innovative approaches to teaching and learning in Drama in order to raise standards of student achievement.
- To monitor and evaluate student achievement in Drama, including the progress of specific groups (such as gifted and talented + SEN).
- To deliver quality teaching and learning in Drama in line with school policy on evaluation.
- To work with the Head of Drama to create a climate for learning in the classroom through high quality planning of lessons.
- To be able to speak fluent English to an appropriate standard.

### Assessment and Recording

- To ensure that departmental assessment of student progress is accurate and informs future learning, in line with the school's assessment policy.
- To carry out effective assessment and reporting processes in Drama to support student achievement.
- To use the range of assessment data to track the progress of individuals and teaching groups within Drama.
- To provide diagnostic, formative and summative assessment information to students, parents and other school leaders as appropriate.

### Curriculum

- To contribute to the development of an appropriate, high quality and personalised curriculum programme in Drama, suited to the abilities and aspirations of all students.
- To evaluate on an annual basis the delivery of that curriculum.
- To ensure that the curriculum provides an effective framework for continuity of student learning and progression.
- To keep up-to-date with national developments in curriculum design and pedagogy.

### Student personal development and well-being

- To promote good standards of personal conduct and behaviour at all Key Stages so that effective learning can take place.
- To ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school.
- To promote good attendance, punctuality and a high standard of school uniform in the Drama Department.
- To promote the personal development of students through engagement in a range of extra-curricular Drama opportunities.

### Management of Staff

- To be responsible for line managing members of the Drama Department.
- To undertake formal duties within the school's Performance Management policy, thus providing recommendations to the Headteacher for progress on main and upper pay scale.
- To support the Headteacher in the recruitment and development of teaching and non-teaching staff in the Drama Department.
- To identify training and staff development needs annually within the Department.
- To ensure that teaching assistants or support staff are employed effectively within the Drama Department.
- To support new staff, NQTs or trainee teachers in the Drama Department, in line with the school's policy on staff induction and mentoring.

### Management of Resources

- To deploy departmental resources (including staff, equipment and funding) efficiently in line with the school's 'value for money' policy, in order to ensure maximum impact on standards of student achievement.
- To advise school leaders on the provision of appropriate departmental facilities and accommodation.
- To advise the Premises Manager of the maintenance requirements of the Department.

### Relationships with key stakeholders

- To foster positive relationships throughout the school community.
- To assist the Governing Body as required in the exercising of its functions, including writing reports and attending meetings where relevant, in relation to the work of the Drama Department.
- To develop effective relationships with parents which focus on students' learning and progress.
- To develop positive relationships with the local community, including employers, outside agencies and the LA.

### Other duties

- Undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.