

Subject	Drama
Reporting to	Deputy Head Co-Curricular & Operations
Responsible to	Head of the Preparatory School

Safeguarding

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

Main purpose

To oversee the planning, implementation, monitoring, and assessment of a school-wide Drama program. To collaborate with the leadership and classroom teachers to plan, organise, and promote interdisciplinary Drama activities and expanded learning opportunities through the integration of successful strategies and technologies.

In addition to carrying out the duties of a class teacher as outlined in the 'Generic Teacher Job Description', the Drama Subject Lead has the following roles and responsibilities:

Subject-Specific Responsibilities

- To work as part of the Forest Prep Performing Arts Team to deliver high-quality extra-curricular provision
- To co-ordinate the planning, development, implementation, monitoring, and assessment of all Drama-related curricular programs, activities and events
- To ensure that Drama activities provide authentic, problem-based curriculum experiences
- To coordinate the development and enhancement of Drama curricula, as needed
- To work closely with the school's Head of Curriculum and Head of English in the integration of initiatives into Drama teaching
- To provide instructional support to teachers using best practices and research-based instructional methods
- To develop and presents subject specific professional development for colleagues (INSET)
- To contribute to the School's Outreach programme and co-ordinate contacts with external agencies for events and conferences
- To coordinate the collection of data to measure impact of the overall Drama Program
- To coordinate equipment, supplies and materials orders for Drama programs
- To ensure that each pupil receives tuition appropriate to his/her age and abilities, and is set appropriate targets to maintain good progress across the curriculum
- To direct the Reception Nativity, Year 6 play and assist with the whole-School musical, as appropriate

Generic Subject Lead Duties and Responsibilities

- To provide professional leadership and management for the subject area to secure high-quality teaching, learning, delivery of curriculum and pupil outcomes
- In collaboration with others, and where measurable, to be accountable for the standards of attainment and progress of pupils and the quality and delivery of the subject curriculum/approach
- To develop and implement guidance for the subject in line with our school's commitment to high-quality teaching and learning
- To promote the subject, its importance, and the value that it brings across the school

- To use this understanding to feed into the school development plan and produce an action plan for the subject
- To promote pupils' spiritual, moral, social, cultural and mental development alongside British values in the teaching of the subject
- To ensure the whole-School P4C, Rights Respecting Schools and other whole-School initiatives are embedded in the content and delivery of the subject
- To consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- To work with the Head of Learning Support to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND)
- To work with the Head of Pre-Prep to understand how the subject is developed in the EYFS and to support the EYFS
- To liaise with local subject groups as well as the International Association of Preparatory Schools (IAPS) within subject groups on subject-related events, projects and activities

Leading the curriculum

- To develop and review regularly the vision, aims and purpose for the subject area
- To oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress
- To ensure the planned curriculum is effectively and consistently implemented across the school
- If appropriate, ensure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning
- To have an overarching responsibility for pupils' achievement and standards in the subject area

Leading and managing staff

- To hold minimum termly subject meetings or provide detailed briefings to keep staff informed of any developments or changes within the subject
- To provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Unless sole teacher of the subject, monitor teaching and learning by visiting lessons, scrutinising books if appropriate, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school
- To provide feedback to staff to help them to identify training needs and provide continuing professional development (CPD) in the subject area
- Where appropriate, to coach and model team teaching
- To support teachers to make accurate observations and assessments of pupil progress, and to manage internal and external moderation where appropriate
- To identify staff training needs and provide continuing professional development (CPD) in the subject area

Efficient and effective deployment of resources

- To provide support with textbooks and library books in the subject area
- Where appropriate, to work with the members of Subject Leader Group, under the guidance of the Deputy Head Academic and Librarian to ensure that links between the subject topics and fiction and non-fiction books are used across the integrated curriculum
- Where appropriate, to provide support with displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- To audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- To manage the spending on the subject budget to ensure resources add value and enhance the learning experience
- To support teachers to prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home due to coronavirus or similar reasons

General

- The postholder may be required to undertake additional duties and responsibilities from time to time, reasonably requested by the Head, if within the general framework of the appointment.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the subject leader will carry out. The postholder may be required to undertake additional duties and responsibilities from time to time, reasonably requested by the Head, if within the general framework of the appointment.

