



JOB DESCRIPTION

HEAD OF DRAMA

Responsible to: Heads
Deputy Head
Assistant Head (Academic)

CORE RESPONSIBILITIES

Leadership and Management

- As Head of Drama, you will lead, develop and manage the effective delivery of an outstanding curriculum which enables the highest level of student progress and attainment. You will direct the whole school vision for teaching and learning in drama, based on relevant research and best practice.

You will lead your subject through:

- being an exemplary practitioner within the school and having a profound knowledge and love of the subject;
- planning and delivering high quality, dynamic and diverse drama lessons across all key stages;
- being an advocate for Drama and the Performing Arts (both in and out of school) to pupils, parents and staff;
- overseeing the Early Years planning and ensuring a consistent quality and development of learning from Kindergarten through to Year 6;
- supporting and moderating the planning and teaching of the department each year;
- ensuring that Drama is supporting and extending the children's learning within other subjects such as English and Humanities by liaising with relevant teachers and sharing planning and topics;
- ensuring the school's ethos and kindness code are promoted and explored within the subject;
- providing a stimulating, invigorating and motivating learning environment, ensuring that the learning resources are well maintained and organised across the school;
- maintenance of the development plan for drama and written policy guidelines on all aspects of departmental activity (including risk assessments), as published in the staff handbook which is updated annually;
- arranging for and supporting pupils in graded drama examinations including LAMDA and ESB;
- coordinating and directing the programme of drama productions and other performances throughout the year including music-drama collaborations;
- working closely and collaboratively with the Music and Art Department in rehearsing and preparing theatrical productions;

- taking the lead with regard to logistical arrangements for school performances and productions and other school events such as Remembrance Day, including liaising with venues;
- liaising closely with the office staff regarding school events both in and outside of the building. This will include detailed bulletin notes and advanced warning of dates and timing;
- liaising with other teaching staff through the bulletin, email and Staff meetings with regards to all school events;
- liaising regularly with the Parent Association in relation to whole school events that are fundraising opportunities such as the Carol Service at Wren Chapel, Royal Hospital and Gala Night;
- being accessible and amenable to parental contact, and developing open, easy and professional relations with parents;
- communicating with parents relating to these events, primarily through the production of a 'Performing Arts calendar', newsletter announcements and personal emails where applicable;
- supporting and contributing strongly to the overall life of the school (e.g. contributing material to newsletters, the school magazine, attending events etc.);
- supporting Heads in school transition process, in particular arrangements and preparation of children for drama scholarships to secondary schools
- be available for Twilight training sessions for trainee teachers;
- overseeing the provision of any clubs that fall under Drama;
- supporting and contributing to the school's responsibility for safeguarding pupils;
- creating the department's vision for future development.

May 2026