

JOB DESCRIPTION

TITLE	Head of Dance and Drama
BASIC FUNCTION	The Head of Dance and Drama is also a Drama Teacher and is responsible for the organisation of the Dance and Drama Department and management of staff.
ACCOUNTABILITY	The Head of Dance and Drama is accountable to the Senior Deputy Head and through him/her to the Headmaster.
AUTHORITY	The Head of Dance and Drama has authority as delegated by the Senior Deputy Head.
RELATIONSHIPS	The Head of Dance and Drama will work closely with the Dance and Drama Teachers in his/her department, the Class Teachers and Year Group Leaders across the school, the Music Department staff, Junior School Management Team, Senior School Dance and Drama Teachers and visiting Dance Teachers. He/she will work closely with the Junior School Staff Development Co-ordinators in his/her roles of leading departmental meetings and professionally reviewing Teachers in his/her department.
KEY TASKS	<p>(a) Teaching He/she teaches Drama Classes from Primary 1 to 7 with an allocation of non-contact time which enables him/her to fulfil his/her duties as Head of Department.</p> <p>(b) Curriculum and Assessment He/she, in consultation with the Senior Deputy Head, has a general overview of the Drama curriculum from Primary 1 to 7 and is accountable for the Quality of Learning and Teaching within the department. He/she has responsibility for monitoring the planning and evaluation records of his/her teachers and for supporting them with this area of their work.</p> <p>(c) Liaison He/she will chair weekly meetings of the department. He/she will represent the views of the department to the Senior Deputy Head and will work closely with his/her department to ensure continuity and progression for each child in Drama. He/she will liaise with the AHT in charge of site operations to keep site specific calendars updated with information about shows, rehearsals and other special events.</p>

He/she will liaise with YGLs, Edinburgh Dance School and AHTs to organise Dance Days.

(d) **Administration**

He/she will collate the resources order for the department. He/she has responsibility for the budget for all department resources. He/she is responsible for creating show budgets and liaising with producers (JSMT).

(e) **Resource Management**

He/she is responsible for the management of departmental resources including teaching materials, books, props, costumes etc.

(f) **Involvement in Committees, Working Parties, etc**

He/she may be asked to be a member of a Working Party, Committee or Focus Group and, at times, to chair a group.

(g) **Extra-Curricular Involvement**

He/she is responsible for the programme of extra-curricular Dance and Drama in Primary 4 to 7 including: Drama Clubs in Primary 4 and 6, Musicals in Primary 5 and 7, readers and tableau for the Carol Service, readers for the end of session Prizegivings. He/she will also have oversight of the Junior Kaleidoscope show and all of the Primary 4 to 7 Dance clubs.

He/she is also responsible, in conjunction with the producer, for the Primary 3 Show.

(h) **Other Tasks**

He/she may be asked to facilitate auditions and castings for external agencies.

He/she will undertake any other tasks as directed by the Senior Deputy Head or other members of management within the Junior School, which may be reasonably put to him/her in support of the Junior School's function.

**STAFF DEVELOPMENT
AND PRD (Appraisal)**

The Head of Dance and Drama will have opportunities for Staff Development, including regular meetings with the Senior Deputy Head.

The Head of Dance and Drama has a dual role in the Professional Review process, as a professional reviewer of the Dance and Drama Teachers, and also being professionally reviewed by the Senior Deputy Head.

The Head of Dance and Drama will lead departmental meetings and will also be actively involved with leading his/her department on some INSET days.