



Job Description

Job Title:	Head of Drama
Responsible to:	Deputy Head (Academic)
Start Date:	Flexible
Contract:	Full or Part-Time

The Elms:

The Elms is a wonderful co-educational prep school situated on the Herefordshire/Worcestershire border. We are nestled in the foothills of the Malvern Hills in 45 acres of rural tranquillity, in the village of Colwall, which is 10 minutes from Ledbury or Malvern. We have our own working farm, with cattle, sheep, pigs, goats, poultry, and horses, all of which are part of the teaching and learning curriculum.

The Elms was founded in 1614, making us the oldest prep school in England still situated on its original site. We are an IAPS boarding and day school and pride ourselves on achieving excellent results to many Public Schools, both locally and across the UK. Despite being non-selective the school achieves consistently high standards academically.

Job Purpose:

To undertake the teaching of Drama and leading the Department throughout the school in conjunction with the Headmaster and/or Deputy Head (Academic), and to carry out the duties that the subject requires in terms of planning, preparation and evaluation. To liaise with other heads of department where necessary and ensure continuity and progression throughout the curriculum.

To participate in a range of extra-curricular activities and duties, selected through discussion or at the request of a member of the Senior Leadership Team.

Key responsibilities:

Curricular:

- Instil a love of Drama, ensuring a wide Drama curriculum across the school that inspires children, teachers and parents.
- To promote the department and inspire the children with a love of the subject.
- To produce and direct a series of on-stage performances across the school and year. These might range from musicals, to plays and nativities.
- Subject teaching to assigned classes, with detailed knowledge of the relevant curriculums.
- Planning, preparation, marking and evaluation of classwork. The setting and/or administration of both internal and external tests and exams as required by the school.
- Support the heads of houses with internal House competitions, such as House Drama.
- To maintain and update Departmental resources including authentic materials and interesting reading materials.
- Monitor all forms of assessment within the department, including the writing of reports and comments, as required by the school.
- Lead the scholarship preparation programme, building on the significant reputation The Elms has developed in this area.

Leadership and organisational:

- Lead, support and motivate staff working within the department and oversee the department's organisation and management.
- Design, implement, and review a high-quality drama and performing arts curriculum appropriate for pupils from Reception to Year 8.
- Plan, organise, and direct major school productions across all Year groups, as well as the Leavers' Play and supporting teachers with seasonal performances.
- Develop and maintain departmental handbook and development plan.
- Attendance at Heads of Department meetings.
- Oversight of timetabling of the weekly individual drama lessons run by peripatetic teachers in conjunction with the Head of Music.

Other:

- Participation in extra-curricular activities, both on a regular basis, and when additionally required for specific reasons. These may include evening clubs for the boarders or the participation in evening and weekend duties, on a rota basis.
- To support any other teaching needs that maybe required by the school.
- Attendance at, for example, parents' meetings, staff meetings during the term time and INSETS both pre- and post-terms, Governors' Support and Monitoring Group meetings if requested, pastoral meetings with pupils, termly church services.
- To promote the department and inspire the children with a love of the subject.
- If a Tutor, to undertake the pastoral and administrative duties in respect of the Tutor Group to which assigned.
- As part of the House system to undertake any roles or support the Head of House may require or outline.
- To carry out the duties as requested, and as laid out in the current staff handbook.

Personal Specification:

Essential:

- Qualified Teacher Status (QTS) and/or PGCE or equivalent.
- Experience designing and delivering drama lessons for primary and early years pupils.
- Passion for drama and the performing arts.
- Excellent knowledge of the performing arts curriculum and effective teaching strategies for Reception to Year 8.
- Strong classroom and behaviour management skills.
- Able to advise pupils, parents and staff insightfully. To have a flexible approach to teaching and a willingness to learn.
- Ability to inspire, motivate, and engage young learners in drama.
- Effective communication and interpersonal skills, with the ability to engage parents and the wider community.
- Pragmatism and 'can do' approach.
- Ability to prioritise and remain calm under pressure.
- Good organisational and resource management skills.
- Up-to-date knowledge of safeguarding, child protection, and inclusion requirements.

This job description and personal specification indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.