

POSITION DESCRIPTION

HEAD OF DRAMA CURRICULUM

POSITION TITLE	HEAD OF DRAMA CURRICULUM		
REPORTING TO	Dean of Academics (Years 7 – 12)		
DEPT/FUNCTION	Teaching and Learning	LOCATION	BAY VIEW
FTE	Full Time	TEACHING LOAD	0.8

SCHOOL PURPOSE
To provide a vibrant school community that educates and inspires girls for life.

PURPOSE OF POSITION
<p>The Head of Drama Curriculum provides educational leadership within the Drama Department and the wider school community. He or she is accountable to the Dean of Academics (Years 7-12) for the efficient and effective management of the Department including the Drama curriculum and programs for Years 7-12 students.</p> <p>The Head of Drama Curriculum works closely with the Head of Drama Production in ensuring that Drama opportunities are aligned, and/or an extension of the academic programs in the school. The Head of Drama Curriculum also works closely with Heads of Department in ensuring that all academic policies and procedures are aligned with external educational authorities.</p>

REPORTING STRUCTURE	KEY RELATIONSHIPS
<pre> graph TD A[Dean of Academics (Yr7 - 12)] --- B[Heads of Department] </pre>	<p>INTERNAL Principal, Students, Director of Senior School, Dean of Pedagogy & Practice, Dean of Student Well-Being, Dean of Academics (Yr7 – 12), Dean of School Operations and Co-Curricular, Heads of Department, Heads of Year, Senior School Educational Assistants, Classroom Teachers, Support Staff</p> <p>EXTERNAL Parents, relevant professional organisations including those providing specific expertise in particular student learning needs and disabilities</p>

SELECTION CRITERIA	
ESSENTIAL	
<p>QUALIFICATIONS & EXPERIENCE</p> <ul style="list-style-type: none"> • Qualifications in Drama Education • Minimum 5 years’ experience in a school context • Proven ability to develop and implement Drama programs Years 7-12 • WACE experience preferred <p>SKILLS</p> <ul style="list-style-type: none"> • Capacity to communicate effectively and delegate appropriately • Attention to detail and manage multiple complex tasks • Ability to show initiative and inspire others in the pursuit of excellence and continuous improvement • Empathy and respect for children, young adults and their families • Excellent interpersonal qualities and skills • Proven ability to work collaboratively and energetically within a dynamic organisation • Demonstrated excellence in the area of current and emerging educational developments in Drama • Knowledge of information technology to enhance teaching and learning environments 	<p>COMPETENCIES</p> <ul style="list-style-type: none"> • Managing vision and purpose • Motivating others • Personal learning and development • Managing and measuring work • Creativity • Drive for results

This job description reflects the schools’ assignment of essential functions; and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

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<ul style="list-style-type: none"> • Proven ability to encourage and promote Drama • Demonstrated excellence in classroom teaching especially with regard to teaching and learning strategies • Proven capacity to lead, mentor and offer professional support to teachers • Possess self-motivation, creative endeavour and a willingness to accept responsibility • Be proactive/show initiative • Possess excellent written communication skills • Be committed to one’s own continued self-improvement through professional learning and participation in professional association activities 	
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KEY RESULT AREA	Demonstrate the School’s Purpose, Vision and Values.	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Role model the School’s values and vision for students, employees and the broader school community; • Support and enhance a learning culture across the School for students and employees; • Initiate opportunities to create a culture which deals openly with issues, generates alternatives and innovative solutions and contributes to a place where all members of the community can excel and be respected; • Nurture a shared sense of purpose and direction by actively promoting the Vision and creating alignment within and between the campuses and the strategy; • Demonstrate a passion for learning and how this translates into action; • Represent the School and its values in public forums; appropriately support and promote the School’s agenda; • Demonstrate a commitment to the Anglican ethos of the School. 	<ul style="list-style-type: none"> • Support and encourage positive learning culture among staff and students

KEY RESULT AREA	Supports the Strategic Agenda	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Implement the School’s Strategic agenda with regard to Drama Education that aligns with the School’s Purpose, Vision and Values; • Collaboratively participate in the development of the School’s Teaching and Learning strategy, with a particular focus on Drama; • Maintain current knowledge of Drama education to inform and enhance the School’s Teaching and Learning agenda to both student and employees; • Support the Drama team of educators to implement a common vision and commitment to continuous improvement; • Actively engaged in the implementation of the Strategic Plan with specific reference to the Drama education agenda; • Promote Drama and to the wider school community, including significant events and student achievements. 	<ul style="list-style-type: none"> • Successful implementation of the strategic initiative of the School Executive around Drama education in particular curriculum design • Evidence of continuous improvement in the Drama Department • Demonstrated positive engagement in staffing teams

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KEY RESULT AREA	Maintain Student Focus	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Oversight for teaching and enrichment/extension activities in Drama; • Contributing and leading the improvement of teaching practice and support staff performance in accordance with the School’s Performance Review documentation; • Lead, mentor and instill in staff a commitment to learning as a lifelong process and to professional growth; • Foster an appreciation of Drama throughout the School; • Managing the human, financial and physical resources of the Department in ways which meet the School's educational objectives; • Contributing to the development and implementation of school-wide policies, programs and procedures; • Foster the Anglican ethos of the School; • Develop a collaborative and reflective culture that values excellence and respects the individuality of learners; • Promote and demonstrate excellent teaching practice as outlined in the School’s Performance Review documentation to improve student outcomes and support professional growth of staff; • Lead and mentor teachers in the Department to support and facilitate their work which may include classroom observation and coaching; • Develop and implement differentiated learning strategies and modified programs within the Department to promote high self-esteem and to cater for students’ needs; • Oversight for student progress and reporting in Drama. • 	<ul style="list-style-type: none"> • Evidence of effective interventions and appropriate programs for students studying Drama • Survey results indicate students and parents value the support of Drama

KEY RESULT AREA	Coordinate and Administer the Drama Curriculum	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> • Oversee and manage the development and implementation of curricula, including the Australian curriculum and SCSA syllabus documents (7-12); • Liaise with the Dean of Academics (JK-6) to ensure continuity of the Drama curriculum (JK – 6); • Manage the monitoring of individual student outcomes and the effectiveness of the various Drama programs; the assessment and reporting of individual student progress, and relevant moderation and comparability processes (7-12); • Manage the evaluation, selection and allocation of curriculum resources within the Department; • Promote and maintain awareness of current educational developments in teaching and learning in Drama; • Evaluate and disseminate information and facilitate the incorporation of new and emerging ideas in Drama which are aligned with the School’s Strategic Focus; • Provide advice about the selection of courses available to students; • Promote a wide range of extension and enrichment activities relating to Drama in the School. 	<ul style="list-style-type: none"> • Evidence of accurate record keeping • Required data and funding applications are submitted to external bodies in a timely manner • Evidence of collaboration with classroom teachers to provide appropriate support for students • Strong engagement in professional teams

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KEY RESULT AREA	Actively engage in the Community	
KEY ACCOUNTABILITIES		KEY PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Contribute to an environment that motivates students to engage with learning and their own development to find success in their field(s); • Proactively ensure that learning and engagement is relevant to the School Community; • Liaise and work with State Wide Specialist Services, other external agencies, authorities (ie SCSA and AISWA) and stakeholders to ensure best outcomes for student with additional needs; • Attend School events and functions as directed by the Director of Senior School. 		<ul style="list-style-type: none"> • Evidence of liaising with external bodies for the benefit of students • Attendance at school events and functions

KEY RESULT AREA	Manage resources related to Drama Curriculum	
KEY ACCOUNTABILITIES		KEY PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Assist with the development of the annual budget for Drama • Support the effective and efficient management of the Drama resources budget; • Assist in the monitoring of the purchasing of all Teaching and Learning resources related to Drama; • Liaise with the Dean of Academics (7-12) to allocate classes to staff within the Department; • Manage departmental budgeting processes and finances and liaise with the Director of Finance and Business Operations; • Oversee and manage the provision and use of physical resources for the effective operation of the Department; • Ensure that the requirements of the Occupational Health and Safety legislation are met within the Department; • Ensure that policies and procedures relating to risk assessment and compliance are met within the Department. 		<ul style="list-style-type: none"> • Deliver resources within budget including improved performance

KEY RESULT AREA	Develop Self and Others	
KEY ACCOUNTABILITIES		KEY PERFORMANCE INDICATORS
<ul style="list-style-type: none"> • Provide coaching, support and direction to direct reports; • Support and coach Heads of Department in developing curriculum and contemporary pedagogy, identifying staff requiring support within learning areas • Develop an effective team capable of delivering required Teaching and Learning outcomes combined with a culture that inspires learning; • Assist in developing the School’s internal capability, including a high-performance culture, identifying talent focused on excellence and improvement; • Oversee the development of team and individual performances and development plans, and conduct regular reviews; • Maintain and demonstrate own learning and professional development in Teaching and Learning support, leadership and other areas; • Seek and embrace opportunities for self and others to present at local, regional, national and international forums and conferences 		<ul style="list-style-type: none"> • Record of regular meetings with direct reports • Record of direct reports performance review conversations and development plans • Evidence of own learning program and external associations

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KEY RESULT AREA	Provide and safe environment for students and staff	
	KEY ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
	<p>Workplace Safety</p> <ul style="list-style-type: none"> Follow School policies and safe working procedures as required; Ensure adherence to all health and safety regulations by self and team; Monitor the health, safety, and well-being of work colleagues to ensure they can undertake their work; Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the St Hilda’s workplace; Participate in workplace WHS inspections/audits, and assisting in the maintenance of WHS facilities, resources, equipment and information. Comply with purchasing guidelines for health and safety when ordering equipment and materials. <p>Child Safety Standards</p> <ul style="list-style-type: none"> Ensure adherence to all student safety standards and mandatory reporting requirements; Attend all training and maintaining compliance with all child safety legislation, standards and regulations; Complete all mandatory training in timely manner; Escalate and report all matters related to student safety immediately 	<ul style="list-style-type: none"> 100% compliance by the team in mandatory training

EMPLOYEE SIGN OFF			
I have read and understand the requirements of this position. I acknowledge that this Position Description document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.			
NAME		PRINCIPAL	
Signature		Signature	
Date		Date	