

THE HOLT SCHOOL

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Head of Drama **Full Time – Permanent** **TLR 2b £5,641**

Start Date: September 2025

Main pay range/upper pay range available depending on skills and expertise demonstrated at interview

Come and join our fabulous school, where students are engaged and eager to learn and our staff are passionate about inspiring them.

The successful candidate will:-

- be passionate about drama
- have a proven track record of excellence in teaching
- be willing to participate in aspects of wider school life

We can offer:

- a school that is ambitious and has high expectations of staff and students
- teaching Key Stage 3 and 4 and with the possibility of teaching Key Stage 5.
- very positive climate for learning where students want to work hard and do well
- an ethos of staff well-being, including early finishes ahead of parents' evenings, minimal evening events, and off-site PPA
- a team of cover supervisors to ensure teachers rarely cover colleagues' absence
- personalised pathways of CPD, including coaching and leadership training for aspirant middle and senior leaders

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Katie Warner, HR manager for more information about this post and would be warmly welcomed to come for a visit to see us in action.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing date: 9am, Thursday 8th May 2025

The Drama Department

The Drama Department consistently achieves outstanding results, with 93% of students attaining grades 9–4 at GCSE

Departmental Staffing

Our enthusiastic drama department comprises a Head of Department, who will lead drama up to KS4 and part time specialists. We are open to re introducing KS5 theatre studies for the right candidate. The department has a high profile within the school and the team work very closely together, supporting each other and sharing resources.

Faculty Accommodation

Our facilities include: 1 black box studio space, use of a large hall with a proscenium arched stage and a classroom as a rehearsal space. The studio and hall are equipped with lighting, AV and sound facilities as well as having access to props, set, costumes, scripts for use in lessons and productions.

Drama Teaching

In Year 7, Drama is taught in tutor groups, while in Years 8& 9, classes are set in line with English. At KS4, classes are taught in mixed ability option blocks. We follow the AQA syllabus for GCSE.

Extra-Curricular

The department has a strong ethos for extracurricular opportunities. These include:

- KS3 Drama Club
- KS4 Drama club,
- a school musical and a school play every other year.
- A Summer review of KS3-4 Drama clubs' performances

As well as House events and masterclasses organised by the department.

Clubs and events are a favourite among our students which has enabled the department to build a wonderful community of students who attend and support extra-curricular.

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JOB DESCRIPTION



Job Title:	Head of Drama	Name:	
Reports to:	Assistant Headteacher	Issued/Reviewed:	April 2025
Pay Scale:		FTE : 1.0	
Employment Status	Permanent		
Allowance:	TLR 2b		

To be line managed by: Assistant Headteacher

1. Teaching and Learning: (39 /50 teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school's B4L policy to maintain the highest standards of behaviour at all times

2. Additional Responsibilities – TLR

- To contribute to leadership of teaching and learning across the school
- To be a role model and the arbiter of standards in Drama; undertaking regular departmental evaluation through data analysis, work sampling, lesson observations, student questionnaires all of which are used to inform improvement planning
- To share the vision for the school and your vision for Drama
- To support all members of your department / faculty whilst ensuring that they adhere to Section 1 above.
- To be fully involved in the interview process for your department/faculty and to support new colleagues' induction
- To manage the budget ensuring resources are available as required
- To ensure the safety of students in Drama and ensure up to date risk assessments are in place
- To communicate effectively with all stakeholders
- To promote high standards of learning and teaching through the sharing of best practice and utilising new technologies where appropriate
- To co-ordinate meetings which have a published agenda and are minuted.
- To oversee all curriculum matters in Drama including SoW, home learning and examination specifications
- To liaise with the timetable regarding the blocking, staffing and rooming of your curriculum area

- To promote your subject at GCSE / A Level.
- To run school productions in conjunction with the music department.

3. Pastoral Support

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year, Year 7 and 10 only
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, MA and disadvantaged/vulnerable students.
- To encourage students' involvement in extracurricular activities and support House activities as appropriate

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Head of Drama Department	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Record of continuing professional development	✓	

Knowledge		
Excellent subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives	✓	
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting	✓	

Skills		
Good classroom practitioner using effective behaviour management and a range of learning strategies	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication orally and written	✓	
Good IT skills	✓	

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Raising the profile of your subject with the school and community	✓	
Promoting and safeguarding the welfare of students	✓	