

Pymble Ladies' College

POSITION DESCRIPTION

Title: Head of Drama
Reports to: Head of Learning Area - Performing Arts

POSITION SUMMARY

Pymble offers an extraordinary, well-rounded education for girls, with robust academic programs. The Head of Drama – Curriculum is responsible for leading learning and modelling best practice in teaching and learning in Drama, in line with the strategic goals of the College.

Our educational outcomes seek to ensure each girl can achieve her potential as a curious, creative and lifelong learner, with the confidence, passion, skills and knowledge to be able to help change the world.

This role will work closely with the Head of Learning Area – Performing Arts to set the Drama learning philosophy and framework and develop new and specialised learning programs to ensure that *Pymble* maintains its reputation for providing excellence, innovation and thought-leadership in girls' education.

The Head of Drama is expected to participate in extra-curricular activities, including school productions.

ROLE ACCOUNTABILITIES

1 Curriculum Leadership

- 1.1 Demonstrate expert subject, curriculum and syllabus knowledge in Drama and model exemplary teaching practice
- 1.2 Lead learning in Drama through innovative curriculum design, classroom pedagogy and assessment practices, to improve student learning outcomes
- 1.3 Ensure all programming and assessment processes are innovative, engaging and compliant with NESA and College policies and procedures
- 1.4 Manage assessment and reporting practices and ensure the maintenance of accurate records of student achievement using the College's Learning Management System
- 1.5 Lead the development, engagement and performance of staff within the Drama area, fostering a culture of growth and feedback
- 1.6 Develop areas of innovation in pedagogy that fosters learning within Drama and within the broader Performing Arts Learning Area

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- 1.7 Manage and lead assessment of student learning progress, including delegating responsibilities to other members of the Department in a transparent manner
- 1.8 Develop a culture of collaborative teaching and learning, where pedagogy is discussed and shared collaborative practice is the norm
- 1.9 Manage incursions/excursions within the department to support and enrich student learning

2 Student and Staff Wellbeing

- 2.1 Structure programs and expectations to facilitate a positive and supportive culture for each student across each program
- 2.2 Provide a safe and secure performance and learning environment for students
- 2.3 Communicate with parents regarding student progress, concerns raised and/or other matters pertaining to student learning in Drama
- 2.4 Provide open and respectful feedback that empowers staff towards improving their practice

3 Risk and Compliance

- 3.1 Report directly to the Principal on any matters relating to child protection
- 3.2 Adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and the College emergency response practices
- 3.3 Prepare the annual budget for Drama and maintain the resources of the department ensuring appropriate storage and maintenance
- 3.4 Complete Risk Assessments as necessary for events, practical work and excursions

4 Professional Learning

- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role

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- 4.2 Meet regularly with the Drama teachers to focus on professional learning and sharing of teaching strategies and resources
- 4.3 Maintain awareness of developments in the teaching of Drama and education more broadly
- 4.4 Maintain awareness of NESA requirements and updates in all areas of curriculum, teaching and learning
- 4.5 Encourage and support the teacher accreditation processes for teachers within the Drama Department
- 4.6 Attend conferences in Drama and related fields, to ensure that professional knowledge is continuously developed
- 4.7 Deliver professional development to fellow Drama teachers, the Performing Arts Learning Area and the wider education community
- 4.8 Participate in the professional community of educators within Drama

5 Personal Capabilities

- 5.1 Effective, well-considered decision-making skills
- 5.2 Ability to engage and seek a range of views to deliver optimal outcomes and measurable results for students, staff and parents
- 5.3 Excellent team leadership skills, including empathy, cultural sensitivity and an appreciation of people from diverse backgrounds
- 5.4 Ability to role model the College values in all aspects of conduct
- 5.5 Ability to lead, coach and develop others
- 5.6 Outstanding planning and organisational skills
- 5.7 Strong written and verbal communication skills
- 5.8 Ability to be flexible, responsive, creative and innovative

6 Other duties may be required from time to time

- 6.1 The Principal may require a member of staff to perform other duties from time to time