



**Rangitoto
College**

Job description for the position of Curriculum Leader of Drama

Prime Responsibilities

- ☐ to supervise and enhance the teaching of the Drama curriculum
- ☐ to assist in the operation of a performance management system within the Performing Arts Department consistent with College policies on performance management
- ☐ to manage and professionally lead the teachers of Drama in a manner consistent with College policies and practices
- ☐ to teach within the Performing Arts Department and, in doing so, meet all requirements for a teacher as set out in the job description for a teacher.
- ☐ to contribute to the wider life of the College

Key Competencies

Curriculum Management

Competence will be demonstrated by:

- ☐ being conversant with, and competent in, the New Zealand Curriculum of the subjects taught
- ☐ schemes of work in place consistent with national curriculum guidelines for relevant NCEA standards
- ☐ all Drama policies and practices being consistent with College policies and practices
- ☐ assessment policies and practices in place which meet NZQA requirements and are consistent with College policies and practices

Staff Management

Competence will be demonstrated by:

- ☐ the successful operation of a performance management system in Drama which meets the requirements of the College policy on Performance Management
- ☐ appropriate delegations and responsibilities in place which
 - i. are understood
 - ii. enable teachers to achieve their objectives
 - iii. provide an environment of support where requirements are not being met
- ☐ regular Drama meetings being held
- ☐ quality advice on staff appointments to the HOD Performing Arts or the Principal as required

Student Management

Competence will be demonstrated by:

- ☐ monitoring systems in place within Drama to identify any problems in the delivery of the curriculum to students
- ☐ appropriate work is set for students and marked by Drama teachers
- ☐ teachers monitor student progress through accurate recording of performance
- ☐ teachers are provided with support in classroom management
- ☐ responsiveness to the needs and concerns of students and parents in curriculum and assessment matters
- ☐ liaison with the Performing Arts Department, Deans and Learning Support staff on matters of student management and progress

Resource Management

Competence will be demonstrated by:

- ☐ working with the HOD Performing Arts on the preparation of an annual budget in line with College policies
- ☐ the administration of Drama funds according to established financial policies and practices
- ☐ the keeping of accurate inventories of equipment and materials
- ☐ the maintenance of resources which are current and in good condition

Relationships

The Principal is responsible for the conditions of employment of the Curriculum Leader of Drama. The Curriculum Leader will, on a day to day basis, work most closely with the HOD Performing Arts.

Curriculum Leaders are encouraged to develop relationships with teachers and students which are positive and supportive and which encourage open communication, co-operation and the sharing of ideas and tasks.

Reporting

The Curriculum Leader of Drama will contribute to the management plan of Drama to any extent requested by the HOD Performing Arts.

The Curriculum Leader of Drama will report to the HOD Performing Arts on the performance of the Drama teachers.

The HOD Performing Arts will be responsible for the performance management appraisal of the Curriculum Leader of Drama.

Expectations

The position of Curriculum Leader carries with it a number of expectations including:

- ☐ commitment to the College and the enhancement of its tradition for excellence
- ☐ contribution to the life of the College outside the classroom
- ☐ commitment to be an excellent role model and a professional leader to all staff
- ☐ the provision of significant leadership within the College
- ☐ a commitment to participate in professional development and performance management programmes
- ☐ a willingness to accept responsibility
- ☐ a genuine interest in students and a desire to see them achieve to their full potential

In addition to the above expectations, most important will be the achievement of the objectives set by the Curriculum Leader of Drama for the ensuing year, and which have been agreed to by the HOD Performing Arts.

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CURRICULUM LEADER OF DRAMA
(NAME)

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Date

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PRINCIPAL (Greg Thornton)

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Date