

# DOMINICAN COLLEGE FORTWILLIAM



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## SCHOOL INFORMATION

Dominican College is a Catholic Voluntary Grammar school for girls, located in Fortwilliam Park in Belfast. Established in 1930 by the Dominican Sisters from Cabra, our school is rich in history and tradition and is continually growing and transforming to meet the needs, aptitudes, and ambitions of all our pupils. The school's enrolment figure is 1050 with an annual intake of 150 pupils in Year 8.

Our school ethos focuses on treating each pupil as an individual, celebrating their unique talents and developing their full potential across a wide range of academic and extracurricular areas. We have a long tradition of academic success and promote high aspirations, encouraging our pupils to aim for excellence in all aspects of life.

Based on our distinct Catholic and Dominican ethos, we are an inclusive community and promote values of trust, tolerance, and mutual respect. Our approach to education ensures the holistic development of each pupil, and prepares them to meet the challenges, and embrace all the opportunities in a rapidly changing world.

**POST: HEAD OF DRAMA**  
**(with the ability to teach Drama to A-level and an additional subject to KS3/GCSE) The ability to teach either Media Studies, English, Religion or Sociology would be desirable.**

The Board of Governors seek to appoint a Head of Drama who will build on the school's reputation of excellence and be responsible for the leadership and management of Curricular and Extra-curricular Drama in Dominican College. They will be an excellent teacher and a dynamic and visionary leader in the field of Drama education and performance. This post carries a 2-point teaching allowance.

# Head of Department

## Personnel Specification and Job Description

A Head of Department in Dominican College will be a suitably qualified and experienced person of vision, integrity, energy and enthusiasm who is fully committed to the Dominican Ethos of the school. They will have excellent communication and inter-personal skills and will work closely with the Curriculum Vice-Principal, Senior staff, teaching and support staff, parents/guardians and the wider community. They will promote excellence among pupils and staff, preparing pupils for their future role in society. The Head of Department will be innovative and demonstrate initiative and sound judgement. They will have developed the leadership skills necessary to inspire and motivate others and to deal firmly and sensitively with all situations.

The Dominican ethos of the school should be promoted by the Head of Department at all times and every opportunity taken to enable pupils to become independent and responsible learners. The Head of Department should elicit the co-operation, good humour and sense of responsibility of staff and pupils, so that the 'spirit' of the school will thrive. The work of the Head of Department and subject teachers complement the work of the Head of Year and tutors, ensuring that the necessary conditions are in place to enable every pupil to fulfil their potential.

The Principal and governors carry overall responsibility for standards and achievement, however, the Head of Department will play a significant role in the development of school policy and practice. The Head of Department has responsibility for ensuring that the needs and aspirations of all pupils are met, securing the highest standards of achievement in their subject.

### Core Responsibilities

The core purpose of a Head of Department is to demonstrate vision and provide professional leadership and management for their subject to secure high-quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils. They will:

- Fully support and promote the Dominican ethos of the school.
- Provide clear vision, leadership and direction for the subject, identifying key areas for improvement and planning appropriate action.
- Lead, manage and develop the department to ensure that it achieves the highest standards of academic excellence.
- Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
- Support, guide, motivate and empower teachers of the subject, and other staff where appropriate, maintaining high expectations of all staff, promoting good working relationships among teachers in the department and integrating them into a coherent team.
- Take overall responsibility for development, implementation, evaluation and review of the departmental Action Plan, in line with the School Development Plan.

- Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- Monitor and evaluate the quality and effectiveness of learning and teaching, the subject curriculum and progress towards targets for pupils and staff, to inform future priorities and targets for the subject in accordance with school policy.

### **Leading and Managing Staff**

The Head of Department is responsible for providing to all those involved in the teaching or support of the subject; guidance, challenge, support and development necessary to secure the highest standards of learning and teaching. The Head of Department is expected to:

1. Establish clear expectations and positive working relationships among the departmental team through mutual support and teamwork.
2. Be a role model for staff and pupils, demonstrating personal integrity and the highest standards of learning and teaching.
3. Lead and manage the departmental team, maintaining regular formal and informal contact with subject teachers, encouraging them to foster meaningful working relationships with pupils in their class.
4. Inspire and motivate staff, devolving responsibilities and delegating tasks as appropriate.
5. Monitor and evaluate the work of staff, in line with school policy, securing accountability and ensuring that the professional development needs of staff are addressed.
6. Ensure that all departmental members understand and are actively implementing the key aspects of the school's policies, Departmental Action Plan and School Development Plan.
7. Ensure that student teachers and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction and liaise with the EPD coordinator as required.
8. Provide substitute teachers with all relevant schemes of work and related resources ensuring there is appropriate guidance, support and monitoring of their work.
9. Ensure that appropriate work is provided during cover classes in the event of a teacher's unplanned absence.
10. Ensure that the Principal, Senior Leaders and Governors are well informed about subject policies, plans and priorities, progress made with the departmental action plan and professional development plans.
11. Arrange regular departmental meetings with an ordered agenda, in line with school policy. Minutes of all meetings should be recorded and made available to the Principal as required.
12. Engage with whole school development planning and contribute to staff professional development as required.

### **Learning and Teaching and Pupil Progress**

The Head of Department should promote the highest standards of pupil learning, behaviour and achievement. They should secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement. To this end they should:

1. Devise, maintain and share appropriate departmental schemes of work. These should be reviewed annually and amended regularly in line with curricular changes.
2. Formulate, implement and review departmental policies in collaboration with other members of the department ensuring compatibility with the ethos and aims of the school.
3. Ensure curriculum delivery, continuity and progression in the subject for all pupils, including gifted and talented pupils and those with additional educational needs.
4. Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of learning and teaching in the subject, and communicate such information to pupils.
5. Provide guidance on the choice of appropriate learning and teaching methods, including digital technology, to meet the needs of the subject and of all pupils.
6. Promote the use of evolving technologies to enhance pupils' learning in the subject, arranging staff training and collaboration as appropriate.
7. Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement.
8. Oversee the completion of school reports for the department, providing guidance to staff on suitable subject comments.
9. Use standardised assessment data, internal testing, public examinations and other evidence as appropriate, to monitor the quality and standards of work of the pupils in the subject, identifying any underachievement with a view to devising and implementing improvement strategies.
10. Ensure effective development of pupils' literacy, numeracy and digital technology skills through the subject.
11. Ensure that information about pupils' prior attainment, including all available baseline data, is used effectively to secure appropriate progress in the subject.
12. Set expectations for staff in relation to the quality of teaching. Establish clear targets for pupil achievement and evaluate progress and achievement in the subject by all pupils.
13. Evaluate the quality and standards of teaching of the subject, using all available evidence to identify effective practice and areas for development, taking appropriate action to sustain improvement.
14. Ensure the effective development of pupils' individual and collaborative study skills necessary for them to become independent learners.
15. Liaise with pastoral staff including Year heads, SENCO and support staff to ensure that any barriers to learning are mitigated and the individual needs of all pupils are addressed as appropriate.
16. Work in partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
17. Raise the profile of the department through use of the school website and social media. These platforms should be used regularly to showcase learning and successes in the subject, as well as to positively engage with the wider school community.
18. Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.
19. Avail of opportunities to arrange:
  - a. speakers and outside agencies to visit classes in the department
  - b. educational visits and outings
  - c. participation in competitions, projects and exhibitions
  - d. liaison with other departments in the school.
20. Monitor and review the progress within the department and in particular analyse the outcomes of internal and external assessments.

21. Prepare and submit the annual 'Evaluation, Review and Planning' report to the Principal as required and participate in a follow-up discussion at a mutually agreed time in the first term.

## **Efficient and Effective Deployment of Staff and Resources**

The Head of Department should identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. They should:

1. Establish staffing and resource requirements for the subject and advise the Principal and Senior Leaders of likely priorities for expenditure, allocating available subject resources efficiently to meet the objectives of the school and department.
2. Advise the Principal on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise.
3. Manage the departmental budget and consult with members of the department regarding selection and ordering of suitable textbooks, equipment, software, stationery and teaching materials.
4. Ensure that teachers have the resources they need in the department.
5. Take general care of areas (teaching spaces, stores, display areas) used for subjects taught by the Department - noting repairs required and informing the appropriate person.
6. Take care of all equipment, textbooks and non-expendable resource materials used and ensure the return of textbooks and resource material borrowed.
7. Ensure the effective and efficient management and organisation of learning resources, including digital technology.
8. Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
9. Use existing accommodation to create an effective and stimulating environment for the delivery of the subject.
10. Ensure that there is a safe working and learning environment in which risks are properly assessed.

## **Monitoring, Evaluation and Review**

The Head of Department will monitor, evaluate and review, on an annual basis, the work of subject teachers and all processes and procedures associated with the role of Head of Department.

### **Please note:**

*The role of the Head of Department is subject to change according to the needs of the school and may be amended. This job description is not necessarily a comprehensive definition of the post. It will be reviewed frequently and it may be subject to modification or amendment at any time after consultation with the holder of the post.*

## **Head of Drama**

In addition to the general duties of Head of Department, there are specific duties associated with the role of Head of Drama. Drama performances are a significant feature of events in Dominican College. The Head

of Drama is expected to be flexible in their time commitment to the school. The duties and responsibilities of this post will involve attending the school outside normal teaching hours, particularly in relation to school productions and extra-curricular activities which take place before and after school.

This job description is not restrictive and there will be a need for flexibility as changes occur within the school. All activities of the Head of Drama are exercised under the authority and direction of the Principal and are subject to the Principal’s approval. As the needs of the school change to meet developments in education, the above duties may be amended in consultation with the post-holder.

## Personnel Specification

*Evidence that you meet the essential and desirable criteria will be gathered from the application form, interview, certificates and references.*

<b>Qualifications &amp; Training</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A teaching qualification as approved by the Department of Education (NI);</li> <li>• Honours Degree in Drama or equivalent, or a Degree where Drama is a major component (minimum 2:2).</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 2:1 Honours Degree in Drama or equivalent, or a Degree where Drama is a major component;</li> <li>• Have completed EPD by 1<sup>st</sup> September 2024.</li> </ul>
<b>Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Clear knowledge and understanding of the curricular requirements of Drama to GCSE and A-level;</li> <li>• Experience of successfully teaching Drama to GCSE and A-level (verified evidence of results must be provided);</li> <li>• Ability to teach an additional subject to KS3/GCSE;</li> <li>• Experience of successfully producing school shows and other Drama productions;</li> <li>• Experience of leading extra-curricular activities and events including functions such as, Open Days, Concerts, school trips;</li> <li>• Competence in the use of IT to enhance the teaching, learning and assessment of Drama;</li> <li>• Knowledge of strategies to improve pupil learning;</li> <li>• Willingness and ability to contribute significantly to the extra-curricular life of the school and to promote its ethos.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years’ experience of successfully teaching Drama to GCSE and A-level (verified evidence of results must be provided);</li> <li>• Experience of teaching either Media Studies, English, Religion or Sociology;</li> <li>• Experience of teaching another subject to Key Stage 3/GCSE;</li> <li>• Experience in developing policies and procedures;</li> <li>• Experience in effectively leading and managing practical activities;</li> <li>• Experience in managing a range of resources.</li> <li>• Ability to demonstrate Leadership and Management potential from professional experience and career to date.</li> </ul>

<b>Skills</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Effective Classroom management skills and ability to motivate pupils;</li> <li>• Excellent communication and interpersonal skills;</li> <li>• Ability to lead, inspire and motivate a team;</li> <li>• Ability to inspire and motivate staff and pupils in a love of Drama;</li> <li>• Excellent organisational skills with ability to plan, prioritise and schedule effectively;</li> <li>• Excellent ICT skills;</li> <li>• Ability to analyse and evaluate data, set targets and raise standards;</li> <li>• Be an effective Class Tutor, promoting the highest standards of Pastoral Care.</li> </ul>	
<b>Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Committed and loyal to the Dominican ethos of the school;</li> <li>• A pupil-centred approach to teaching and learning;</li> <li>• Positive, enthusiastic attitude;</li> <li>• Ability to manage sensitive matters effectively;</li> <li>• Flexible in managing change;</li> <li>• Sensitive to the feelings and needs of others;</li> <li>• Ability to work as part of a team;</li> <li>• Respectful, honest &amp; confidential.</li> </ul>	

**The Board of Governors reserves the right to apply enhancement criteria should it be required.**

**Key Dates**

**Publication of advertisement for the post:** Thursday 2<sup>nd</sup> May 2024

**Closing Date for receipt of Applications:** Friday 17<sup>th</sup> May 2024 (by 12 noon)

**Interviews will be scheduled:** From week beginning 27<sup>th</sup> May 2024 onwards

**Guidance notes:**

1. Application should be made using the application form provided. No additional sheets are to be used and no additional material or curriculum vitae will be considered.
2. It is essential that applicants outline on the form, how they meet each criterion, providing detailed information and dates as required.
3. Applicants called for interview will be required to bring photographic proof of identity.
4. Completed application forms should be marked, for the attention of the Principal, and can be e-mailed to [info@dominican.belfast.ni.sch.uk](mailto:info@dominican.belfast.ni.sch.uk) or sent by post to 38 Fortwilliam Park, Belfast BT15 4AQ.