

Application Information

Head of Drama

Full time, Permanent position

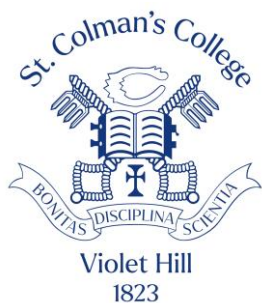
Commencing at the beginning of Academic Year 2025/2026

Thank you for your interest in the position of Head of Drama at St Colman's College.

We are pleased to provide details on the position, the responsibilities it entails and the criteria for selection in the Job Description and Person Specification within this pack.

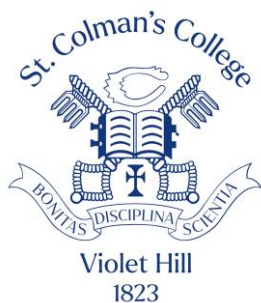
We are also pleased to enclose Application Guidance for your information, and we encourage you to consider this before submitting your application.

Should you have any queries, please email jmcgrath229@c2ken.net and mark *FAO Principal's Office – Recruitment*



Job Information

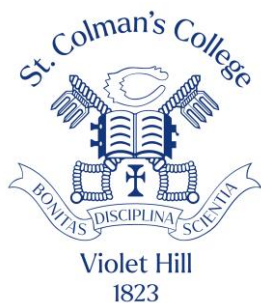
Job title:	Head of Department – Drama
Responsible to:	Vice Principal – Curriculum
Terms and Conditions:	As set down in the 1987 Terms and Conditions of Service Agreement
Management Allowances:	2
Purpose:	To carry out the professional duties of a teacher and assist the Principal, Vice Principals in the effective leadership, management and administration of their area of responsibility within the College, at all times reflecting the College's motto <i>Bonitas, Disciplina, Scientia – Kindness, Self-discipline, Knowledge.</i>



Application Guidance

The following Application Guidance should be considered before completing and submitting your Application for this position.

1. The application form should be completed in Font 11, Black, Arial
2. The application form should be completed maintaining the original formatting.
3. Closing date for the receipt of completed applications by **1pm on Thursday 21st November 2024**
4. Completed applications should be marked FAO The Principal's Office - Recruitment, and sent to:
Post: FAO Principal's Office - Recruitment, St Colman's College, Violet Hill, 46 Armagh Road, Newry, Co. Down BT35 6PP
Email: jmcgrath229@c2ken.net
5. Email applications should be sent in PDF format to the email in 4.
6. Late applications will not be considered.
7. CVs will not be accepted.
8. Additional pages must not be added.
9. You must demonstrate in the Application form how you meet the criteria detailed in the Person Specification for this role. Please note that criteria may be enhanced. The Board of Governors of St Colman's College reserves the right to enhance any or all the essential or desirable criteria, and/or apply any or all the desirable criteria to facilitate short listing; and/or not appoint to the post.
10. Applications will be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated above. If putting forward an equivalent qualification, please detail the type of qualification and date awarded. The date awarded is the date on which you were notified of your result by the official awarding body. If you believe your qualification is equivalent to the one required, please ensure that you demonstrate to the panel why you feel it is equivalent, with details of modules/ subjects studied etc. so that a well-informed decision can be made.



Aims, Objectives and Mission of our College

Our Aims:

Bonitas: Kindness

to encourage moral uprightness and good citizenship; to develop a rounded personality;

Disciplina: Self-Discipline

to instil through the operation of the school's discipline, that self-discipline necessary for success both in school and in the world of work.

Scientia: Knowledge

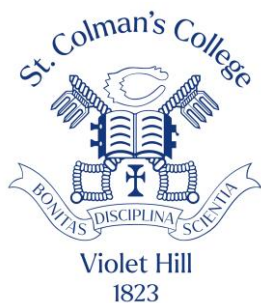
to encourage the highest academic achievement of which the individual is capable; to equip each student with a set of attitudes and ideals for the shaping of his life.

Our Mission Statement

St. Colman's College is a Community which values all its members and is committed to ensuring that all our students are fully alive to, and fully empowered to realise their full potential.

Aims:

- ◆ To create a climate wherein all students can flourish and fully develop all their God-given talents.
- ◆ To ensure that St. Colman's is a happy and fulfilling place to be.
- ◆ To instil in students a sense of responsibility for their own actions and achievements.
- ◆ To awaken in students a sense of their dignity and self-worth.
- ◆ To inculcate in student's respect for their dignity and rights of others.
- ◆ To create warm and positive relationships between students, staff and all members of the College community.
- ◆ To build an effective partnership between parents, students and staff.
- ◆ To bring our students to a full understanding of our Catholic Faith and to promote Christian values and attitudes in all members of the College Community.



Job Overview

In St Colman's College, a Department is defined as any subject (or combination of cognate subjects) with more than one permanent teacher over more than one Key Stage with a total teaching load exceeding 38 periods per week.

A Head of Department is the teacher responsible for leading the teachers of their specific subject(s) and for overseeing the curricular and pastoral progress of the students in their subject(s).

The **Head of Drama** is responsible for leading the provision of an innovative, dynamic, well informed and structured programme from Y8 through to Y14 for both students and staff.

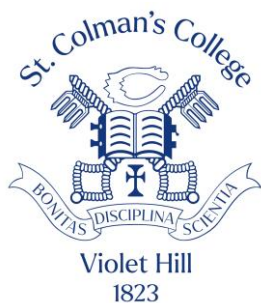
They will support the Vice Principal – Curriculum Focus through a range of strategic and day to day management responsibilities, ensuring that students at the College are encouraged and supported to reach their full potential within the distinctive Catholic ethos of genuine kindness and caring within the College.

The **Head of Drama** will have a key role to play in defining strategy, leading change, and will work closely with other heads of department and members of the leadership team to ensure that the curricular and pastoral objectives in all areas of school life are achieved.

They will lead by example and will have the ability to manage and motivate staff and students, to support their needs and to take actions that ensures the optimum educational experience within their area of responsibility.

The **Head of Drama** will also be responsible for maintaining a teaching responsibility within the role, as set out in the Job Description of that role. Teaching periods will equate to that normally allocated to a teacher.

The post requires time, commitment and flexibility.



Head of Drama Accountabilities

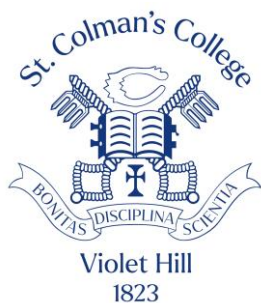
The **Head of Drama** is accountable at all times and in all areas of responsibility to the Vice Principal – Curriculum Focus.

They must demonstrate loyalty and confidentiality and promote a positive and enthusiastic learning and teaching environment for all in the College community.

The Head of Department will be supported by a member of the SLT who will act as a link for specific Heads of Department and Co-ordinators.

The **Head of Drama** is accountable for providing leadership and management, to include:

- the monitoring, evaluation and review of the ongoing delivery of Drama
- the innovation, drive for improvement, raising standards, opportunity and creativity of teaching and learning in Drama.
- the procedural and administration requirements of the role are achieved.
- the development, production and overview of a wide range of extracurricular opportunities
- ensuring the highest standards of academic achievement are achieved by pupils.
- the promotion and delivery of relevant staff professional development activities
- the contribution of the department to the aims, vision and values of the College
- the provision of the highest standards of learning and teaching, and classroom management



Key Responsibilities

(This is an exemplar of the Major Tasks and Activities of the post. It is not intended as an exhaustive list of every one of the post holder duties)

General Head of Department Responsibilities

- carry out the professional duties of a teacher.
- act as a member of the Head of Department/Co-ordinator team
- assist the Senior Leadership Team in maintaining the kind and caring ethos of the school.
- play an important role in the life of the school community, to model and support its mission and ethos.
- contribute to the decision-making processes of the school, support decisions and share responsibility for them as a member of the Head of Department/Co-ordinator Team
- work alongside the wider Leadership Teams of the College to ensure the efficient running of all day-to-day aspects of school, particularly within their area of responsibility, through
 - effective communication
 - regular monitoring and feedback
 - regular planning meetings
 - maintaining a high-quality work environment
 - fully implementing the initiatives of the Principal
- liaise effectively with all stakeholders.
- foster good relationships between all staff.
- create an environment of reflective practice and CPD.
- keep up to date with local, regional and national developments and in educational research in terms of their area of responsibility.
- maintain confidentiality, ensure communication between staff and stakeholders is appropriate and effective.

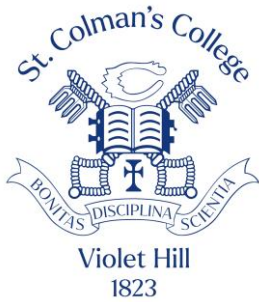
Head of Department – Specific Drama with English Responsibilities

Leadership and Management

- co-ordinate curricular priorities of the College through the provision of day to day and strategic leadership
- work closely with the Vice Principal – Curriculum Focus on all aspects of the effective leadership, management and administration of their area of responsibility.

Curriculum

- keep abreast of developments in subject area.
- engage in and promote in-service subject specific training.
- plan the complete range of pupils' learning experiences, in the context of the College's broad aims and objectives and the School Development Plan (SDP)
- define departmental aims and objectives in the context of the College's School Development Plan (SDP), translating them into meaningful courses of study (Schemes of Work) monitoring their implementation.
- draw up and implement Assessment, Recording and Homework policies.
- guide staff on the appropriate methodology and resources needed to realise departmental goals.



- relate the academic work of the department to the pastoral curriculum, to children with special education needs, to the College as a community and to the College in the community.
- promote a variety of teaching styles to enhance the quality of teaching and students' involvement in active classroom learning.
- oversee the Controlled Assessment and Practical elements of the public examinations; to carry out internal standardisation of teachers' coursework marks as appropriate.
- organise and encourage departmental involvement in events such as extra-curricular visits, activities and competitions as appropriate that will enhance student's involvement and engagement in the subject and College life.
- monitor, evaluate and review departmental progress and priorities, communicating them to the Vice-Principal – Curriculum focus.
- use SIMS and any related data sources for the analysis (re. value added aspect) of all results in assessment tests and in formal examinations and to ensure that these results are comparable to the objective standards of GCSE, BTEC and A-Level exams. In all cases follow this with appropriate action for under-performing pupils at all levels and in all year groups (target setting and action/individual planning).
- analyse (including value added aspect) all results in external exams - GCSE, BTEC, AS and A Level.
- draw up a summary report of the results of all external exams, to set appropriate targets for improvement.

Resources

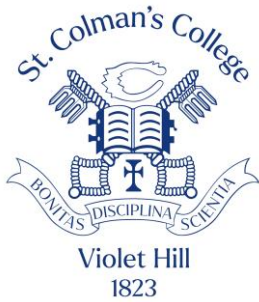
- effectively manage the learning environment that will create an atmosphere in which students will be stimulated and encouraged to learn following all relevant and subject specific health and safety requirements.
- evaluate, select and produce appropriate learning materials including electronic and e-learning resources.
- be responsible for the equipment and resources of the Department and to make these available to other members of the Department as appropriate.
- update annually the inventory of all departmental resources and present update version to the Bursar by 31st May.
- draw up requisitions annually for the Department and present as requested these to the Bursar.

Pupils

- consult with the Vice Principal – Curriculum Focus regarding the organisation of pupils in appropriate learning groups and analysing underperformance and strategies for improvement.
- consult with LSC/SENCO regarding differentiation/ extra provision required for SEN pupils and the completion and review of pupil IEP's.
- be responsible for the guidance, discipline and welfare of pupils, in association with colleagues who have special responsibilities in these areas, and with particular care for pupils who have additional needs.
- monitor, assess and respond to pupils' progress and needs, in line with College policy, and to communicate with parents on these matters.
- ensure the maintenance of appropriate pupil records.

Staff

- lead and develop a committed, dedicated team of teaching and support staff.
- Effectively fulfil the role of Head of Department
- work with Head of Department colleagues to further the aims and objectives of the College.



- assist the Vice Principal – Curriculum Focus on the deployment of departmental staff and to provide advice on timetable planning.
- induct new staff and assess their progress in association with colleagues who have special responsibilities in this area.
- guide and support teachers in the completion of their Early Professional Development
- monitor the quality of work of teachers within the department, including student teachers, provide support and guidance liaising as appropriate with the relevant member(s) of the Senior Leadership Team
- promote the professional development of all departmental staff.
- ensure that, in the event of the absence of any teacher in the department, work is available to be carried out by the substitute teacher to the extent that this is possible.
- review departmental staff annually through PRSD.

Common procedures

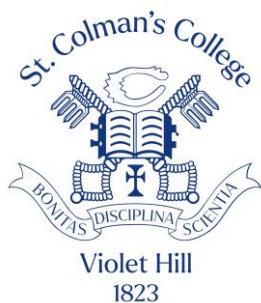
- hold a minimum of two departmental meetings in each term. The agenda and minutes of these meetings are to be given/ made available to the Principal/ Vice Principal team in line with the agreed Administration policies.
- be present on the days fixed for the interviewing of prospective S3 students and their parents for the purposes of discussing their BTEC, A level choice.
- meet regularly with the relevant member of the Senior Leadership Team regarding the progress of students in the department.

Other

- provide extracurricular activities/ clubs outside of school.
- promote Drama throughout the college community providing a wide range of opportunities for students to engage in Drama productions on a group and individual basis from a curricular and extra-curricular perspective.
- support the bi-annual college musical, encouraging involvement of pupils and provide expertise and support to students and colleagues.
- promote the profile of Drama within St Colman's College by entering competitions.
- promote the celebration of student success.
- maintain links with Universities, Colleges, drama groups, feisanna and employers.
- maintain links with the EA Advisory Service
- facilitate activities for Primary School Activity days.
- undertake any other reasonable duties as requested by the Principal in the understanding that such duties may change over time to meet the future needs of the school.

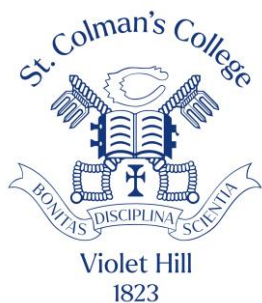
This roles and responsibilities for this position will be reviewed from time to time according to circumstances and the changing needs of the school and in light of any further review of the College's Salary and Management Structure.

Posts involving work in educational establishments are subject to the provision of the Protection of Children and Vulnerable Adults (NI) Order 2003.

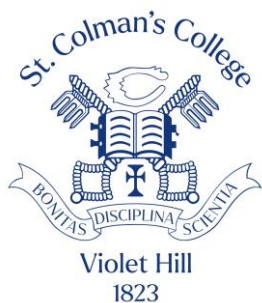


Person Specification – Head of Drama

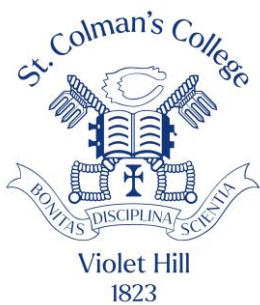
	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • A qualified teacher recognised by the Department of Education for Northern Ireland to teach in a post primary school in Northern Ireland on the commencement of the position. • A good Honours Degree in Drama where Drama is the main or joint component. • Qualification to teach English to GCSE level. 	<ul style="list-style-type: none"> • An Honours Degree 2:1 or above in Drama or where Drama is the major or joint component. • Qualification to teach English to A Level
Experience/ Knowledge	<ul style="list-style-type: none"> • Two years' experience of teaching Drama to GCSE in a post primary school • Knowledge and understanding of curricular requirements of Drama and English up to and including A Level. • Experience of teaching English to GCSE • The application of knowledge and understanding of pastoral responsibilities of a teacher/form teacher • Knowledge and experience of assessment procedures • Knowledge and experience of curriculum development • Experience in strategic planning and day to day management responsibilities • Experience in the management of people and resources • A record of high standards of pupil outcomes • Knowledge of current educational issues and/or research in relation to learning, teaching and pastoral provision • Experience of working in partnership with parents/guardians and or external agencies • Demonstrable experience of meeting the aims and objectives of St Colman's College 	<ul style="list-style-type: none"> • Three or more years' experience of teaching Drama to A level in a post primary school • Three or more years' experience of teaching English to GCSE
Skills	<ul style="list-style-type: none"> • Excellent classroom management to include: <ul style="list-style-type: none"> ▪ ability to create an energetic, stimulating and interactive learning environment with demonstrable impact and presence in the classroom. 	



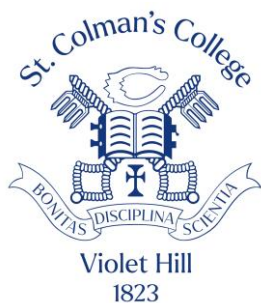
	<ul style="list-style-type: none"> ▪ experience of/ability to set targets, implement action plans, evaluate progress and provide constructive feedback to pupils. ▪ experience of/ability to manage a range of resources and teaching methodologies. <ul style="list-style-type: none"> • Strong management and leadership skills with the ability and initiative to motivate staff and students, to support their needs and to deal with challenging situations. • Ability to work collaboratively as part of a team as well as ability to work on own initiative, with; <ul style="list-style-type: none"> ▪ ability to lead and motivate. ▪ ability to value contribution of pupils and colleagues. ▪ ability to perceive needs and concerns from differing viewpoints. • Administration skills • Well-developed interpersonal and communication skills; a high level of written/oral communication and presentation skills using a range of media. • Excellent time management skills; with <ul style="list-style-type: none"> ▪ ability to plan, prioritise and organise effectively. ▪ organised approach to work, working to strict deadlines. • Excellent use of IT and Digital Technology in your role, with experience of using the MIS (SIMS) system • Strong attention to detail • Ability to promote, monitor and evaluate effective teaching, learning and pastoral care. • Leadership both in school and within the wider community including the ability to lead and implement significant programmes of change. 	
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	<ul style="list-style-type: none"> • Experience of developing policies within a school setting, and subsequently setting of action plans that ensure delivery. 	
Personal Qualities	<ul style="list-style-type: none"> • Demonstrate a student-centred approach. • Pleasant and courteous with the ability to demonstrate compassion and sensitivity. • Commitment to: <ul style="list-style-type: none"> ▪ the Christian and Catholic aims and values of the College ▪ teaching your subject to the highest standard to ensure that each student's full potential is achieved. ▪ teaching additional subjects as required by the needs of the College. ▪ assisting with extracurricular activities in your subject area and all aspects of College life • Passion and enthusiasm for your subject from a curricular and extracurricular perspective • Ability to adapt to change. • Ability to lead by example and be an exemplar role model to others, showing you are <ul style="list-style-type: none"> • a person of vision. • flexibility • reliability • good judgement, loyalty and a sense of humour • Dynamic, Innovative and Creative thinking • Commitment to College/Pupil involvement in Drama with English related events and competitions • Demonstrate a clear vision for the school and act as an exemplar role model. • Demonstrate an ability to promote the school's profile in the community. • Enthusiasm, good judgement, loyalty and a sense of humour 	



	<ul style="list-style-type: none">• Creative thinking• Commitment	
Other	<ul style="list-style-type: none">• Flexible approach to work	



Appendix 1 Job Description of Teacher

As Teacher you will be required to maintain and build upon the high standards achieved at St. Colman's College, Newry through the following:

Teaching & Learning

1. To set high expectations for all pupils, to deepen their knowledge and understanding and to ensure each pupil's full potential is achieved.
2. To use positive behaviour management strategies in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
3. To manage the pupils' learning through positive and effective teaching strategies in accordance with the relevant department's schemes of work and policies.
4. To ensure continuity, progression and cohesiveness across all teaching.
5. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
6. To contribute fully to the development of departmental policies and schemes directed by the Head of Department(s) in line with statutory requirements.
7. To set homework regularly, (in accordance with the College's Homework Policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning (Independent Learning).
8. To work with SEN staff and support staff, apply their specialist knowledge to maximise the potential achievements of all students within lessons.
9. To work effectively as a member of the Department team to improve the quality of teaching and learning.
10. To fully engage with remote & blended, digital learning and teaching approaches

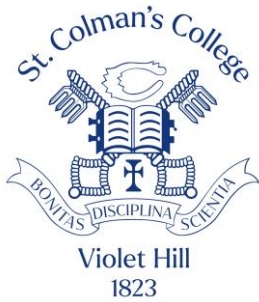
Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of assessment, recording and reporting for all pupils.
2. To assess pupils' work systematically and use the results to inform planning, teaching, target setting and curricular developments.
3. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
4. To keep an accurate register of pupils for each lesson. Report unexplained absences or patterns of absence in accordance with the College policy.
5. Maintain appropriate levels of confidentiality about issues relating to specific individuals or groups.
6. Keep full and comprehensive relevant records and correspondence complying with the College's policy on Data Protection and Freedom of Information.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge of the subjects and specifications for examination courses.
2. To have a thorough and up to date understanding of the requirements of the statutory curriculum.
3. To engage in a process of Continuing Professional Development.
4. To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards & Development



1. To be a role model to pupils through professional conduct and personal presentation.
2. To arrive to class before the start of each lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable in line with relevant policies.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of own Health & Safety and that of others.
5. To be familiar with the College and Department handbooks and support all the College's policies, e.g., those on Pastoral Care, Child Protection, Health and Safety, Citizenship, Literacy, Numeracy and ICT.
6. To establish effective working relationships with professional colleagues and associated staff.
7. To strive for personal and professional development through active involvement in either the College's Beginning Teacher's procedures, Early Professional Development procedures or Performance Review and Staff Development procedures as applicable.
8. To be involved in extra-curricular activities such as contributing to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
11. To undertake any reasonable task as directed by the relevant line manager.
12. To be aware of the role of the Governing Body of the College and to support it in performing its duties.
13. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
14. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who
 - a. have SEN;
 - b. are gifted and talented.
15. To carry out pastoral duties as required.
16. To carry out any other duties which the Principal may reasonably assign.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

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