

HOD Professional Responsibilities – HOD Drama

Key Tasks	Expected Outcomes	Performance Indicators
To effectively lead the department.	Students achieve well in the subject.	Departmental staff operate effectively as a team. The department makes progress in implementing school and department goals.
To foster learning of the subject by providing a suitable learning environment.	Students are on task and learning effectively.	Classrooms are well set out with current displays of student work. Staff use appropriate teaching / learning styles in a climate of mutual support. Suitable resources are used appropriate to student learning styles and ability levels.
To model appropriate teaching techniques.	HOD acts as a mentor for other staff in the department.	Departmental staff visit HOD 's classes as part of their professional development. HOD regularly visits classes of departmental staff to offer support and suggestions
To professionally develop the staff working within the department.	HOD and staff are well informed about the latest developments and resources in the subject area. Staff become increasingly able to meet the needs of their students.	Regular departmental meetings are held Evidence of professional development for all staff in the department. Departmental staff involved in regional / national professional associations. HOD / staff recognised within their subject area. More effective learning occurring within the classroom. Students recognise the subject competence of their teachers.
To develop a collegial atmosphere within the department, with appropriate tasks delegated to departmental members.	Departmental staff work together as a team. Effective delegation of tasks occurs.	Good communication and working relationships within the department are noted. Resources and ideas are shared. Potential conflict is resolved quickly and amicably. An outline of delegated responsibilities is available to all departmental staff members. The HOD makes regular checks on how delegated tasks are going. Delegated tasks are achieved within the agreed time frame.
To provide backup to staff within the department.	Staff feel supported and valued.	HOD is available to assist staff as required. Staff regularly communicate with their HOD. Students know they are accountable to the HOD as well as the subject teacher.

Key Tasks

Expected Outcomes

Performance Indicators

Performance Management appraiser.

Designated staff members are effectively appraised.

Performance management interviews occur as scheduled.
Classroom visits occur as required.
Staff being appraised feel at ease, yet fully aware of the areas they need to improve.
Job descriptions are checked and amended as appropriate.
Performance goals are documented and met.
An appraisal report is provided to the performance management coordinator.

Recommendations are made to the Principal regarding staffing allocations to courses.

The skills and abilities of staff are used as effectively as possible.

The staff are capable of teaching each of their classes effectively.
Staff requests are carefully considered before they are allocated to classes.
The needs of students are met.

To assist in the appointment of new staff to the department as required.

The best possible staff members are appointed for the needs of the department.

The HOD participates in the short listing and selection of new staff members.
Departmental and student needs are identified prior to appointments being made.
Departmental staff are competent and capable of promoting and fulfilling course requirements.

To develop programmes at all levels in accordance with national curriculum statements.

All schemes of work are linked to the national curriculum statements and course objectives.

Schemes of work show the links to the national curriculum statements and the course objectives.

To develop and maintain teaching resources appropriate to the schemes of work.

Teaching resources link clearly to the schemes of work, showing the curriculum objectives being taught.

Schemes of work contain references to the teaching resources that are available.
Teaching resources identify the objectives being taught.
A variety of teaching resources are available to cater for individual learning styles and ability levels.
Schemes of work and departmental policies contain clear and adequate guidelines for staff.
Schemes of work show links to the school's strategic plan.

Key Tasks

Expected Outcomes

Performance Indicators

To monitor the implementation of the curriculum.

Students are well prepared for national qualifications.

Schemes of work and lesson plans show learning objectives related to the national curriculum statements and prescriptions.
Student results indicate appropriate performance levels for national qualifications.
Regular monitoring occurs in departmental meetings and via classroom visits regarding the implementation of the curriculum.

To monitor assessment procedures within the subject department.

Assessment activities are based on the national curriculum objectives.
Assessment activities are valid, fair and consistent.

All assessments can be linked back to curriculum objectives.

Appropriate assessment methods are used.
Students are well aware of assessment requirements.
Assessments used are free from bias.
Assessments are used in a consistent manner for all students.
Accurate and up to date records of assessment results are maintained.
Reporting is based on the assessment records for each student.

To promote the subject area within the school and community.

The subject area will have a positive image within the school and the community.

Regular contributions are made by the department to school newsletters and other publicity material.
HOD and departmental staff members positively support their subject area within the community.
Student enthusiasm for the subject is high.
Students are widely involved in subject based activities such as competitions.

To maintain accurate financial records, approving expenditure within the allocated budget.

Departmental resources are effectively managed and accounted for.

Accurate financial records are kept.
Ability to remain within the yearly budget is apparent.
Appropriate administrative and accounting procedures are followed.

Specific Responsibilities relating to Drama Head of Department

Departmental responsibilities [as detailed above for Music Department]
Attend Arts Faculty Meetings as required
Assist with the organisation and running of stage productions