



Houlton School Head of Drama

Job Description and Person Specification
MPS/UPS + TLR 2a

Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation, aspiration and excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school.**' I am the founding Principal of the academy, so make no apologies for the passion, commitment and high expectations I have for everyone and everything at our very special school.

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are,** the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum.**

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.

Paul Brockwell

Executive Principal

About the Role

Thank you for your interest in the position of Head of Subject: Drama at Houlton School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Houlton School has an exciting opportunity to join our successful school. You will join a passionate team of teachers and associate staff who are committed to providing a World Class experience for all our pupils. You will be an excellent practitioner and leader who has the ability to inspire, motivate, challenge and support their pupils to ensure that they make excellent progress. It is very important to us at Houlton School that all of our staff feel valued, listened to and mentored well so that they have opportunities to develop. As Head of Subject: Drama you will take on an important leadership role, ensuring that across the department pupils experience a World Class provision.

Who should apply?

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate professional with knowledge and experience of supporting children and young people, please apply now to be considered for an interview.

Our aim is to enable all pupils to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all pupils and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

This post would not be suitable for Early Career teachers.

Why work for Houlton?

- A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.
- You'll be working within a community of passionate, committed colleagues who genuinely support each other.

- A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Houlton School
Job Title:	Head of Subject: Drama
Contract	FT Permanent MPS / UPS TLR2a
Start Date	September 2026 or as soon as possible
Responsible to:	Head of Faculty: Performing Arts
Key relationships/Liaison with:	Staff Pupils Parents
Job purpose:	To provide high-quality leadership, management, and strategic direction for the Drama department. The Head of Drama will ensure an inspiring, safe, and inclusive learning environment that drives high standards of pupil attainment, fosters creative expression, and champions the school's ethos. As a subject leader, you will deliver excellent teaching, oversee the curriculum, manage departmental resources, and enrich the school community through vibrant co-curricular activities.
MAIN ROLE AND RESPONSIBILITIES:	
Leadership, Management & Staff Development <ul style="list-style-type: none">● Departmental Oversight: Lead, manage, and deploy staff within the Drama/Creative department effectively to secure high-quality teaching and learning.● Performance Management: Actively engage in line management duties, supporting the professional development and performance tracking of departmental colleagues.	

- **Collaborative Culture:** Foster a supportive environment within the team, participating in and promoting the school's robust Continuing Professional Development (CPD) programmes.
- **Policy Implementation:** Ensure all departmental operations strictly align with school policies, including Equal Opportunities, Health & Safety, and Child Protection.

Teaching, Learning & Curriculum Design

- **Exemplary Teaching:** Undertake a designated programme of Drama teaching, delivering stimulating, high-quality lessons tailored to the diverse educational needs of all pupils.
- **Curriculum Development:** Prepare, regularly update, and innovate schemes of learning and subject materials that meet internal and external quality standards.
- **Core Skills Integration:** Ensure that essential Literacy and Numeracy skills are naturally embedded into the Drama learning experience.
- **Behaviour & Environment:** Maintain excellent discipline and a positive learning environment using restorative practices. Enforce high expectations regarding uniform, punctuality, and respectful behaviour.

Pupil Achievement, Assessment & Tracking

- **Data-Driven Progress:** Utilise assessment data at a departmental level to set ambitious targets, monitor pupil progress, and implement timely interventions.
- **Records & Reporting:** Meticulously record and report on pupil attendance, development, and attainment. Formulate high-quality oral and written reports, assessments, and references.
- **Systems Management:** Actively and accurately utilise school Management Information Systems (SIMS, CPOMS, and Edulink) to log incidents, achievements, and tracking data.
- **Rewards & Feedback:** Oversee the consistent application of the school's Rewards, Feedback, and Reporting policies within the department.

Co-Curricular & Community Engagement

- **Extended Learning:** Promote and lead vibrant co-curricular Drama activities, productions, and clubs beyond the taught day to extend pupil learning and foster personal growth.
- **School Marketing:** Actively represent the department and support school marketing efforts by participating in Open Evenings, Parents' Evenings, Review Days, and primary school liaison events.
- **External Partnerships:** Establish and maintain positive links with external creative agencies, practitioners, and community bodies to enhance the profile of Houlton School.

Resource & Environment Management

- **Budget & Procurement:** Oversee the strategic allocation, ordering, and management of equipment, props, and materials within the department.
- **Resource Sharing:** Collaborate with the wider Creative team to ensure resources are shared efficiently and equitably for the maximum benefit of the pupils.
- **Safe Learning Spaces:** Ensure that all drama studios and performance spaces are safe, inspiring, well-maintained, and compliant with Health & Safety policies. Promptly report any facility concerns to the Site Manager.

This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding

To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Head of Subject: Drama
Responsible to: Head of Faculty: Performing Arts

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • QTS • Degree in Drama, Performing Arts or a closely related subject 	<ul style="list-style-type: none"> • Further relevant post-graduate qualifications or leadership-focused CPD
Experience	<ul style="list-style-type: none"> • Proven experience teaching Drama at KS3 and KS4. • Experience in a secondary school setting. • Demonstrable experience of high-quality teaching and strong communication skills. • Experience or clear readiness to lead and manage a departmental team. • Demonstrable enthusiasm for working with young people. 	<ul style="list-style-type: none"> • Experience teaching Drama or Theatre Studies at KS5. • Experience teaching or supporting across other Creative subject areas. • Experience working with children with English as an Additional Language (EAL) and/or SEND.
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • Ability to develop knowledge and understanding of key concepts in Drama and Creative subjects. • Evidence of understanding young people's emotional and educational needs. • Deep knowledge of responsive, adaptive teaching and behaviour management strategies. • Excellent numeracy and literacy skills. 	<ul style="list-style-type: none"> • Evidence of understanding of current research and pedagogy within Drama and the Performing Arts sector.

	<ul style="list-style-type: none"> • Effective verbal and written communication skills. • Good working knowledge of standard computer software packages (Microsoft Word, Excel, Outlook). • Strong time management and organisational skills. • Ability to handle sensitive, confidential information appropriately. • Ability to work independently with autonomy, as well as collaboratively within a team. • Ability to establish excellent working relationships at all levels (pupils, staff, SLT, governors). • Ability to self-evaluate learning needs and actively seek CPD. • Able to monitor and evaluate teaching, learning, and school policy. • Able to identify and strategically manage resources to ensure high-quality teaching. • Able to assess individual pupil needs to inform targeted learning. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Calm • Confident • Flexible • Reliable • Professional and confident 	<ul style="list-style-type: none"> • A passion for organising and leading co-curricular productions and school events.

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

Position advertised:	1 July 2026
Closing date:	10 July 2026 (9am)
Final shortlisting:	10 July 2026
Final panel process:	w/c 13 July 2026