

# Head of English, Drama and Media Studies

Information Pack



Loretto

## Head of English, Drama and Media Studies

We are looking for an inspirational, strategic and highly effective Head of English, Drama and Media Studies to lead this thriving department within the Senior School.

Founded in 1827, Loretto has a proud heritage and a clear sense of purpose. The School combines strong academic ambition with a commitment to character, wellbeing and the holistic development of young people, all within a close-knit and values-driven community. With an established reputation and a forward-looking vision, Loretto continues to evolve while remaining true to its founding principles.

### Main purpose of the role

You will have primary responsibility for the delivery of academic English, Drama and Media Studies and contribute fully to the cocurricular programme.

You will be responsible for managing the three full time members of the department, as well as the Dramatist in Residence. There is an opportunity to contribute to whole school dramatic productions as part of this role.

This is a full-time permanent post. Loretto has its own salary scale and salary will be determined by experience and aptitude for the role. There is also a fee remission (non-contractual) for staff with children at the School.

All members of staff have broader roles in the pastoral care of children and the extra-curricular life of the school. You will be a tutor to around ten tutees and will also undertake an evening duty in a boarding house once a week.



# Responsibilities and duties

## Strategic direction and development of the subject

- Have an enthusiasm for the subjects, which motivates and supports other subject staff and encourages a shared understanding of the contribution the subjects can make to all aspects of pupils' lives;
- Develop and implement policies and practices for the subject which reflect the school's commitment to high achievement through effective teaching and learning;
- Ensure that staff are clear about the importance and role of the subjects in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life;
- Use data effectively to identify pupils who are underachieving in the subjects and, where necessary, create and implement effective plans of action to support those pupils;
- Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods;
- Identify realistic and challenging targets for improvement in the subjects which are understood by all those involved in putting the plans into practice;
- Is clear about action to be taken, timescales and criteria for success;
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.



# Responsibilities and duties

## Teaching and learning

- Monitor and evaluate the department's specification and schemes of work.
- Engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.
- Ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs;
- Ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times.
- Ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).
- Initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
- Ensure effective development of pupils' literacy, numeracy and information technology skills through the subject;
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement;
- Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject;



## Responsibilities and duties

- Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching; establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils, including those with special educational and linguistic needs; evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching;
- Use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.
- Provide quality assurance monitoring and intervention with all subject staff.
- Monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
- Ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

### Leading and managing staff

- Liaise with and assist the Dramatist in Residence in school productions and LAMDA;
- Help staff to achieve constructive working relationships with pupils;
- Establish clear expectations and constructive working relationships among staff involved with the subject, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability.
- Be responsible for inducting NQTs and new staff;
- Performance manage staff as required by the school policy and use the process to develop the personal and professional effectiveness of the staff;
- Act as a performance management team leader for identified teachers;
- Ensure the performance management arrangements are effectively discharged by the other team leaders in the department;
- Lead professional development of subject staff through example and support, and coordinate the provision of high-quality professional development
- Work with the HOD of Support for Learning and any other staff with special educational needs expertise, to ensure that individual education plans are used to set subject specific targets and match work well to pupils' needs;
- Ensure that the headteacher, SLT members and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans;
- Monitor and evaluate the contribution and impact of other staff to school improvement;
- Take initial responsibility for the pastoral care and welfare of all departmental staff.



## Responsibilities and duties

### **Efficient and effective deployment of staff and resources**

- Establish staff and resource needs for the subject area and advise the Head and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money;
- Help in the selection of staff for the department; deploy, or advise the Head on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise;
- Ensure the effective and efficient management and organisation of learning resources, in conjunction with ICT Support Manager foster and oversee the application of ICT in the subject, including development of materials for the VLE;
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school;
- Use accommodation to create an effective, well ordered, attractive and stimulating environment for the teaching and learning of the subject;
- Ensure that there is a safe working and learning environment in which risks are properly assessed (health and safety).

## Experience, skills and qualifications

You will have a recognised teaching qualification and be registered with the GTCS or in the process of achieving this.

You will also have the following skills and experience:

- Have a degree in English or a related subject.
- Successful teaching of English and Drama or Media Studies up to A Level (or equivalent).
- Proven leadership of an academic department.
- High level organisation, communication and stakeholder engagement skills.

## Application process

If you think that this is the right opportunity for you, please apply through the School Talent website. As part of the application process, you will be asked to submit a CV and provide a statement outlining why you would be suitable for the post.

If you have any questions about the application process please contact [jobs@loretto.com](mailto:jobs@loretto.com)

You must have the right to work in the UK to apply for this post.

Closing Date: Thursday 16 April 2026 at 11:59pm

Interviews are expected to will take place week commencing week beginning 27 April 2026.

## The Department

English and Drama are delivered across all age groups in the Senior School, while Media Studies is offered at A Level only.

English is a core subject until the end of GCSE, and we offer GCSE English Language, GCSE English Literature and National 5 English qualifications along with GCSE Drama and Theatre Studies.

For our senior pupils, we offer A level English Literature, A level Drama and Theatre Studies and A Level Media Studies.

There are three full time teaching staff as well as the Dramatist in Residence.



## Our School

Loretto is a leading independent co-educational day and boarding school, welcoming 450 pupils aged 3-18.

The leafy 85-acre campus boasts excellent on-site academic, performing arts, sport, golf and outdoor facilities, including the first golf academy established within an independent school. Located just a stone's throw from Edinburgh, Loretto is easily accessible by road, rail and air.

Taking a holistic approach to education, every child is developed in mind, body and spirit. This ground-breaking educational philosophy was introduced by the School's most famous Head, Hely Hutchinson Almond. Loretto do not seek just academic excellence, but appreciate and nurture other talents within life such as sporting, musical, creative and spiritual talents. This ethos is as historic and vital a part of Loretto as its iconic red blazer.

What truly sets Loretto apart is its close-knit community. Loretto is where relationships between staff, pupils and parents flourish. The School's small size means that pupils are genuinely known and nurtured, ensuring they find the inspiration and encouragement they need to discover their unique talents and lead exceptional lives, both at school and beyond.





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