

JOB DESCRIPTION

Job Title:	Drama Teacher
Reports To:	Director of Music and Performing Arts and ultimately the Deputy Head Academic.
Purpose of Job:	To deliver an effective, engaging and challenging drama curriculum to Middle and Upper School pupils to ensure that every child reaches their potential.

Main Duties and Responsibilities

- Ensure the delivery of a comprehensive and high-quality Drama curriculum that provides continuity and progression for the children's learning.
- To stimulate and encourage pupils to achieve excellence in their work.
- To produce and direct a number of performances throughout the academic year (inc the staff panto), in conjunction with the Director of Music.
- Liaise with senior schools to monitor requirements for Drama scholarship. To identify and prepare pupils accordingly.
- Collaborate with the Head of English and arrange visits to theatre as extension of English/Drama syllabus when appropriate.
- Manage Drama budget for Years 3-8.
- To constantly find new initiatives to promote Speech/Drama/Music at St Hugh's.
- To order, maintain and update resources for teaching of Drama throughout the school.
- Responsibility for the management and safe-keeping of Drama costumes and props.
- Developing displays of Drama around the school.
- Responsibility for the appearance and management of the Barn.
- To manage departmental assessment of pupil progress and liaising with Director of Music and Performing Art.

General Responsibilities

- To undertake the responsibilities as a Form Teacher (independently remunerated and subject to requirements)
- To attend and take assemblies in accordance with prepared rotas
- To attend staff meetings and liaise and co-operate with colleagues on whole school matters
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- To cover for absent colleagues when required
- To attend parents' consultation meetings, write reports and assessments and liaise with parents informally as appropriate
- To ensure that you are familiar with all school policies and the contents of the staff handbook

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding including Child Protection Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – Drama Teacher

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	A good honours degree in Drama or related subject.	Qualified Teacher Status/ PGCE	A / I
Knowledge and skills	<p>Outstanding classroom practitioner.</p> <p>Experience in schools, to include working with children of ages 7-13 years old</p> <p>Experience of producing and directing productions with children of school age</p> <p>A sound understanding of pedagogy and assessment in Drama and of strategies that will contribute to developing the Drama curriculum</p> <p>High degree of Computer literacy, especially in Microsoft Office applications to use for planning, teaching and assessment purposes, inspiring young learners to use all available technology effectively</p> <p>Evidence of a commitment to professional development.</p>	<p>Experience of teaching Drama to Key Stage 2/3.</p> <p>Experience of teaching Drama to Common Entrance and Scholarship level.</p>	A / I / L
Personal competencies and qualities	<p>Enthusiastic and positive mindset about learning and teaching</p> <p>Commitment to maintaining the highest standards in classroom delivery</p> <p>Ability to communicate succinctly and effectively both orally and in writing, using appropriate language</p> <p>Friendly and approachable with a can-do mind-set</p>		A / I / L

	<p>Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations</p> <p>High degree of personal motivation, initiative, energy, creativity and drive</p> <p>Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction</p> <p>Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion</p> <p>Capacity to think strategically</p>		
Other requirements	<p>Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults</p> <p>Flexible approach to working hours</p> <p>Empathy with the ethos and aims of St Hugh's</p>		A / I / L

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