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| **Post Title and Grade** | **Teacher of Drama (MPS) 1 Year Maternity Cover** |
| **Reporting to** | Director of Learning – Creative Arts |
| **Liaising with** | Director of Learning, Subject leader for Drama Heads of College, Parents and Carers, Teaching and Associate Staff |
| **Areas of Responsibility and Key Tasks** | |
| **Core Duties**   * To teach Drama across Key Stage 3 - 5 * To prepare students for external examinations and assessments as directed by the Subject Leader for Drama and Head of Faculty.   **Key Tasks**   * To prepare and deliver lessons according to school/faculty Schemes of Learning * To mark and assess students’ work according to the school/faculty policies * To attend and contribute to relevant meetings * To play an active part in the long term development of the faculty * To play a full part in the allocated College Team – including carrying out duties as a form tutor, if appropriate * To play a full part in safeguarding students and contributing to their personal development and well-being | |
| **Teaching**   * To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher. | |
| **Additional Duties**   * To play a full part in the life of the school community, to support its distinctive ethos and to encourage other staff and students to follow this example | |
| **Safeguarding**   * To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders. * To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy * To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders. * To consider at all times what is in the best interests of the child. * To protect children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care. * To take action to enable all children to have the best outcomes. | |
| **Other Specific Duties**   * To continue personal development as agreed. * To engage actively in the performance review process. * To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * Employees are expected to adhere to Holyhead’s agreed Code of Conduct. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. * This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. * This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs. * The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post. | |