Easthampstead Park Community School

Job Description – Teacher of Drama

Location: Easthampstead Park Community School	**Department:** **Performing Arts**
Authority: Bracknell Forest Council	**Job Title:** Teacher of Drama
Pay Grade: Teachers Pay Range (Fringe)	**With effect from: September 2018**

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Headteacher
↓
Deputy Headteacher
↓
Assistant Headteacher
↓
Heads of Years / Head of Department
↓
Second in Subject / Co-ordinators
↓
Teacher / Tutor

The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

MAIN DUTIES AND RESPONSIBILITIES

- To provide high quality teaching and enable effective use of resources and high standards of learning and achievement for students within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and the Leadership Team in the overall management and development of the school.
- To teach the subjects, classes and groups as allocated by the Head of Department and the Leadership Team.
- To support and participate in the curriculum development work of the department including the writing of schemes of work and programmes of study.
- To be a form tutor and take responsibility for the progress, welfare and guidance of a group of students.
- To set homework on a regular basis, assess and mark promptly.
- To assess, monitor, record and report on student achievement in line with the school and the department policy including writing student reports and attending parents' evenings.

• To assist in the identification of student special educational needs and support the work of the Inclusion Team including participation in the writing and review of individual education plans.
• To follow the course outlines, syllabuses and schemes of work agreed by the department.
• To make effective use of student performance data and student and staff target-setting; and provide relevant information to the Head of Department.
• To monitor and record student attendance and support the department in the maintenance of high levels of student attendance.
• To prepare for and attend the Department meetings and support the work of the department.
• To support and carry out policies and practices to promote positive student behaviour and achievement in Performing Arts, within the framework of the school behaviour policy.
• To participate in and support the staff development and appraisal schemes.
• To assist in the development of the School Raising Attainment Plan and its review mechanism.
• To undertake specific duties within the Department as agreed with the Head of Department.
• To undertake such other duties as reasonably required by the Headteacher.