



Bristol  
Grammar  
School

## Job Description

Teacher of Drama  
and LAMDA

Bristol Grammar School: a company limited by guarantee, company number: 5142007  
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Life changing

# Job Role Specification

Post:	Teacher of Drama and LAMDA
Line Manager:	Director of Drama
Anticipated start date:	01 September 2018

## Outline of Department

The School prides itself upon the quality of its provision for the Performing Arts: Dance, Drama and Music, and upon the depth of opportunity afforded its students, and sees engagement with the Performing Arts as a vital part of students' holistic education. On 01 September 2016 the new multi-million pound Performing Arts Centre became available for the school to move in to. It is an iconic landmark building for the School and the surrounding area and represents a major financial commitment by the School to develop our Performing Arts provision. It will be used extensively for learning and for performances. It includes a new theatre, a drama teaching space, dance studio and total refurbishment of an adjoining block to provide the Music department with three dedicated teaching rooms for delivery of the Senior School curriculum, ten practice rooms of various sizes, a recording studio, and a Recital Hall which will seat an audience of about 100.

**The Drama Department** at Bristol Grammar School has been in existence since 2000. It is a popular subject with students; all Year 7 and 8 have Drama once a week. It is offered at both GCSE and as A Level Drama and Theatre Studies. We take the OCR GCSE specification and Edexcel A Level Theatre Studies. From September 2018, the department will also be offering IB Theatre Studies.

We have been running GCSE Drama since 2005, but for A Level we have a much longer history. 80% of students since the inception of the course have achieved an A\* to C grade, and we have always had students gaining 100% in the practical units. There are some very talented individuals at BGS and we aim to give them every opportunity to thrive. One of the key ways we do this is through attending a wide range of professional Drama. We frequently make good use of the Bristol Old Vic Tobacco Factory, but do also like to go further afield to Bath, Stratford, Cheltenham, London and other performance spaces as occasion demands. The department has eclectic tastes, taking in everything from mainstream musicals to more unusual physical theatre and performance art pieces. There have been a number of tours to the Edinburgh Festival for Sixth Form students, the most recent being in 2016 'The twisted fairy tale'.

School Drama at BGS is very strong. The major school production in the Autumn Term is always an impressive event; recent productions include *Beasts and Beauties*, *Guys and Dolls*, a promenade adaptation of *Alice in Wonderland*, *Grease*, *Blood Brothers*, and *Romeo and Juliet*. In the Summer Term the Senior School MADD evening gives students from Years 7 – 9 an opportunity to shine. Over the past two years we have entered the National Connections Festival giving our GCSE and A Level students the opportunity to perform at the Bristol Old Vic and potentially the National Theatre in London. We have entered The Shakespeare in Schools Festival allowing students from Year 7-9 to develop their love for Shakespeare and perform in a professional theatre, as well as hosting our own Shakespeare festival.

There are six Houses at BGS, and this provides another opportunity to be involved in Drama. We run a house Drama competition, with 10 minute plays written, produced, directed and performed by the students and then judged by a former student with a career in the Performing Arts industry. We also have a Drama outreach programme which involves our students performing and running workshops for local primary schools. The School also has its own Stage Crew, a body of older students who are responsible for building sets, rigging and operating lights and producing sound effects. This is a dedicated team drawn from a wide representative of the student body and works in collaboration with our AV team for the absolutely essential, smooth operation of any production. The Drama department has extremely close links with the crew: the successful applicant will be expected to work with Stage Crew and any experience in this field is very desirable although not essential. We also run various Drama clubs that cater for the different year groups.

## Specific Duties and responsibilities of this post

This job offers a unique and exciting opportunity for the right applicant. The school week will be split between conventional Drama teaching, (from Years 7-13), and provision for LAMDA examinations. The exact balance

between the two will be determined by the needs of the School each year. The last year has shown just how in-demand LAMDA lessons have become and therefore the need for a permanent position to teach both Drama and LAMDA is now available.

Currently over 40 students across the whole school, from Infant to Sixth form, are working towards their LAMDA examinations. Together with the Director of Drama, the successful applicant will design and deliver a curriculum to provide one-to-one or small group lessons in preparation for LAMDA examinations. Specific responsibilities of this area include (but are not limited to):

- To teach pupils of all ages and varying ability levels
- To communicate effectively with parents
- To prepare pupils effectively for examinations
- To communicate and interact appropriately with other staff
- To organise a timetable taking into account the necessary rotation
- To write bi-annual reports on pupils in an appropriate and encouraging fashion

Alongside this provision, the successful applicant will also be expected to teach Drama and be an active member of the Drama department. The specific responsibilities of this post are:

- Teaching a wide range of Drama from Year 7 up to and including A Level Theatre Studies
- The ability to teach IB is desirable, but not essential, and there is the possibility of training for the right candidate
- Following and contributing to the Department's schemes of work wherever appropriate
- Marking written work of students
- Attending evening performances of plays seen as part of either the GCSE, A level or IB course, so that any learning which follows is well directed
- Contributing to extra-curricular Drama: this will include Drama Club, Stage Crew, GCSE, A Level and IB play rehearsals and the possibility to direct one of the School Plays
- Contributing to the activities programme, where there may be an opportunity to run your own Drama activity
- Coach individuals, as identified by academic leads, to build confidence and develop presentation skills, such as for university interviews, public speaking, and debating competitions.

**Particular duties of all teachers at BGS include:**

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School



- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

## Candidate Specification

It is expected that the Teacher of Drama and LAMDA will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I E
Have experience of teaching KS3, KS4, KS5 and of preparing students for Oxbridge entrance (or equivalent)	L	E
Have experience of teaching LAMDA lessons	L	I D
Have experience of teaching IB Theatre Studies	L	I D
Be a graduate in Drama or a closely related discipline	L	E
An enthusiastic and approachable nature		I E
A sense of humour and an optimistic, resilient style when faced with pressure		I E
The ability to develop good working relationships with all members of the School community	L	E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I E
Be able to create a challenging and effective learning environment for all students	L	I E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L	D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with any challenging behaviour</li> <li>• Professional attitudes to use of authority and maintaining discipline</li> <li>• Understanding of safeguarding and promoting the welfare of young people</li> </ul>	L	I E



# Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Teacher of Drama and LAMDA.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

## Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, [bgshr@bgs.bristol.sch.uk](mailto:bgshr@bgs.bristol.sch.uk)

The closing date for applications is Friday, 23 February 2018, at 9am

Interviews are currently planned for shortly afterwards.

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***