

**Job Description and Person Specification**

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| **Post:** | Head of Theatre Studies |
| **Responsible to:** | Head of Visual and Performing Arts |
| **Purpose:** | Teaching students A-level Theatre Studies |
| **Salary** | Sixth Form College Association salary scale points 1 to 9 + outer London allowance |

**Leadership and Management**

* Planning, implementing and reviewing the subject curriculum within the framework of the College curriculum policy as set out in the College Quality Improvement Plan.
* Devising coherent programmes that meet the needs of students and have clearly identified aims and objectives which are shared with the students.
* Ensuring that assessment is both regular and thorough and that full records of work are kept and reported to the Head of VPA.
* To ensure that assessments are consistent and fair; that appropriate appeals procedures are in place and that achievement is certified where appropriate.
* Ensuring that departmental subject reports are complete and of high quality.
* Preparing the annual subject Self-Assessment Report and Quality Improvement Plan
* Monitoring student progress and reporting under-performance to the Head of Department or a SLT member.
* Making appropriate arrangements, where required, for the supervision of trainee teachers.
* Ensuring the department is Health and Safety compliant in line with the whole College policy.
* Engage actively with Departmental meetings as and when required.
* Ensuring that the subject is appropriately resourced and all monies are spent appropriately and used to enhance the student experience.
* Monitoring the departmental budget in consultation with the Finance Director.
* Ensuring that the departmental rooms present a stimulating and exciting learning environment.
* Representing the department at the Academic Board meetings throughout the year.
* Liaising with other departments in the College.
* Organising examination entries with the Examinations Officer.
* Liaising with the appropriate Assistant Principal in all matters concerned with the timetable and curriculum.
* Plan an annual College production in conjunction with the Music Department, support with all College concerts and performances where appropriate and arrange regular enrichment trips to shows and plays in the West End.
* Participate in the annual VPA Careers event for students and parents.
* Liaising with colleagues in the Partner High Schools and the Tertiary Colleges.
* Co-operating with the Senior Leadership Team in marketing the College in general and the subject areas in particular, and maintaining links with feeder/partner and other schools.

**Teaching, Learning, Planning, Assessment**

* Planning and preparing high quality lessons according to the departmental schemes of work.
* Teaching differentiated lessons according to the educational needs of the students assigned to you, including the setting and marking of work to ensure all students are making good or better progress.
* Assessing, recording and reporting on the development, progress and attainment of students, in each case having regard to the Mission and curriculumof the College.
* Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
* Ensuring that all assessment records are up to date and the electronic mark-book is used effectively.
* Promoting the general progress and well-being of individual students and of any class or group of students assigned to you.
* Providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.
* Advising where appropriate, on the preparation and development of courses of study, teaching materials and teaching programmes
* Supervising and so far as practicable teaching any students whose teacher is not available to teach them provided that no teacher shall be required to provide such cover in accordance with national guidance.
* Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

**Internal and external communication**

* Making records of, and reports on, the personal and social needs of students and raising any concerns with relevant staff members.
* Communicating and consulting with the parents/guardians of students.
* Communicating and co-operating with persons or bodies outside the College when required to do so.

**Involvement in the wider life of the College, including PMR and Professional Development**

* Participating in meetings arranged for any of the purposes described above.
* Participating in arrangements made for your performance management review.
* Participating in arrangements for your further training and professional development.
* Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
* Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

# Other Duties

* To fulfil all other duties, pastoral and academic, as required and directed by the Head of Department and Senior Leadership Team.
* Within these specific requirements listed above, all teachers are expected to foster a lively and enthusiastic atmosphere within the subject for both students and staff.
* To be responsible for Health and Safety in the classroom and surrounding area.
* To act as a role model in promoting the ethos of the College.
* To attend after College events as required by the Principal.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Educated to Honours degree level |  |  |
| Qualified Teacher Status |  |  |
| Ability to teach level 3 Theatre Studies |  |  |
| A record of sustained, outstanding classroom practice |  |  |
| A commitment to ongoing research into teaching and learning strategies |  |  |
| Experience of leading and managing a curriculum area/team |  |  |
| Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance. |  |  |
| Evidence of a commitment to further professional study to post graduate Diploma, Masters or Doctorate level |  |  |
| Willing and able to take responsibility. | ✓ |  |
| Ability to work within a team. | ✓ |  |
| A high tolerance of stress. | ✓ |  |
| A high level of problem analysis and solving. | ✓ |  |
| Understanding of impact of decisions. | ✓ |  |
| Effective written and verbal communication skills. | ✓ |  |
| Ability to listen/observe/acknowledge. | ✓ |  |
| An excellent ability to plan and organise with clarity and attention to detail. | ✓ |  |
| Excellent time management and ability to prioritise. | ✓ |  |
| Good initiative and creativity. | ✓ |  |
| Willingness to be fully involved in the life of the Department, to be collegiate and collaborative |  |  |
| Good sense of humour. | ✓ |  |

**St. Dominic’s Sixth Form College**

**Teaching Job Description for Business/Economics/BTEC  
February 2018 (updated)**