Wycliffe

JOB DESCRIPTION

JOB TITLE:	**Teacher of Drama**		
DEPARTMENT:	**Drama**	**SCHOOL:**	**Senior School**
REPORTS TO:	Head, Head of Department		

PRINCIPAL PURPOSE:

All academic staff are required to take on specific teaching responsibilities. Any particular additional responsibilities, agreed with the Head, and general responsibilities relating to the life and work of the school will be defined in supplementary job specifications for those taking on specific additional responsibilities.

KEY TASKS:

Specific Teaching Responsibilities

The subject teacher is responsible to the Head of Department for playing a part in the work of the department and for the efficient teaching of groups assigned to him/her.

OTHER TASKS:

Teaching and Learning

- Teach students according to their educational needs.
- Act in pursuance of the school's stated aims
- Be familiar with and apply the contents of key procedures and Learning and Teaching Policies as published on the Intranet
- Work in line with the Wycliffe College Professional Teaching Standards Framework
- Ensure effective and efficient deployment of classroom support.
- Set and mark appropriate work for pupils, both in class and for homework, to assess progress and inform future learning.
- Plan and prepare courses and lessons and contribute to the whole school's planning activities and strategic objectives.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Ensure the appropriate care of text and exercise books, and expect a high standard of presentation in written work at all times.
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department and contribute to the department's development plan and its implementation.
- Assess, record and report on the attendance, progress development and attainment of pupils and keep such records as are required.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain appropriate paper-based and electronic records and provide relevant accurate and up-to-date information.
- Attend appropriate Parents' Evenings, well prepared to discuss the work and progress of pupils with parents, write appropriate reports and references and ensure that any follow-up work is carried out.

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Pastoral Care

- Consult with tutors and House staff over individual pupils and co-operate in any agreed courses of action.
- Communicate with the parents of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.

As a Member of a Department

- Attend departmental meetings for those subjects to which a contribution is made as a teacher, and any other meetings as reasonably directed by the Deputy Head.
- Contribute to the process of monitoring, evaluation and review of the curriculum area/department in line with agreed school procedures and implement modification and improvement where required.
- Assist the Head of Department in the setting, marking and grading of any examinations or assessment procedures.
- Be responsible for the condition of the teaching space used and report and damage to fixtures or fittings to the Head of Department.
- Assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.

As a Member of the Wycliffe Community

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Carry out a share of duties in accordance with the published rosters.
- Promote actively the school's corporate policies.
- Continue personal development as agreed.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Engage actively in the performance management review process.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development, including subject knowledge and teaching methods.

Specific to the Senior School

- Support the school by attending morning Chapel on a regular basis.
- Attend Assembly on Monday mornings.
- Attend Staff meetings.
- Contribute to extra curricular and games programmes.

OTHER TASKS

- Be familiar with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head may reasonably assign.

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PERSON SPECIFICATION

JOB TITLE:	**TEACHER OF DRAMA**
DEPARTMENT:	**DRAMA**

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: **E** - Essential **D** – Desirable	**MEASURED BY:** **A** – Application Form/References **B** – Lesson Observation **C** – Interview **D** – Presentation
KNOWLEDGE AND EXPERIENCE:		
• Subject knowledge compatible with teaching drama to KS 3, GCSE and A level	E	A,C
• Experience or interest in developing resources to support teaching at all levels including the use of IT and multi-media resources	E	A,C
SKILLS (THE ABILITY TO):		
• Plan effectively in order to deliver the curriculum to pupils of all levels	E	B,C
• Contribute to the development of the schemes of work	E	A,C
• Inspire gifted students to prepare them for university level studies	E	C
QUALIFICATIONS:		
• Honours Degree In Drama	E	A
• Qualified Teacher Status	E	A

ISSUED: 1.3.19