



Eaton Square Mayfair: Job Description for Teacher of Drama

EATON SQUARE
MAYFAIR

Eaton Square Mayfair is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role	Teacher of Drama (3-5 days per week) with option to teach KS3 English
Accountable to:	Deputy Head (Academic)
Accountabilities (in addition to those required of a qualified teacher)	<p>Teaching and learning</p> <ul style="list-style-type: none"> • Teaching KS3 and KS4 Drama with possibility to Teach KS5 depending on interest levels • Take a lead role in preparing for and delivering the annual school production. • Promote LAMDA and help support LAMDA teachers • Planning and preparing relevant material and activities to teach the classes allocated, according to academic policies. • Setting and marking pupils work regularly and appropriately in line with School policy; recording marks, monitoring progress and writing reports as required. • Participating in the arrangements for preparing and assessing pupils work for public examinations. • Cooperating with colleagues in operating mark schemes, researching materials, participating in training and developing new courses. • Participating in the staff appraisal process and cooperating with the appraiser. • Ensuring subject knowledge and teaching skills are kept up-to-date. • Being available at all reasonable times during the school day and during school holidays when necessary at pre-arranged times. Covering for absent colleagues. • Ensuring, where appropriate, that work is displayed in teaching rooms and a high standard of tidiness is maintained. • Attending Staff Meetings, and participating in smaller working groups as appropriate. <p>Pastoral</p> <ul style="list-style-type: none"> • Sharing in the pastoral responsibility for all pupils in the School and especially for those in the teacher's tutor, house or teaching group, liaising where appropriate with Tutors, Heads of Year and the Senior Management Team. • Maintaining good order and discipline among pupils, safeguarding their welfare, health and safety at all times when they are the responsibility of the School. Being familiar with the

	<p>School and Departmental policies on child protection, discipline and health and safety.</p> <p>General</p> <ul style="list-style-type: none"> • Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among pupils. • Attending and contributing to assemblies and, as often as is reasonable, other School and Departmental activities, events and trips, playing an active part in wider aspects of School life. Attending Parents' Evenings, Prize Giving and Open Days as required. • Possible contributing to the wider curriculum as required through the teaching of 'Leadership', 'Genius', SMSC and PHSEE lessons, depending on timetable allocation.
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

Person Specification

Skills Required

Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well. Strong analytical mind.	Essential

Knowledge Base

Excellent professional knowledge and understanding	Essential
Excellent subject knowledge	Essential
Understanding of national and examination curricular requirements of the subject.	Essential
Up to date with professional developments in the subject and other aspects of education	Essential

Qualification/Attainment

Qualified teacher status		Desirable
Good honours degree	First or upper second desirable	Essential
Post graduate qualifications	Masters degree/ post graduate diplomas	Desirable

Experience

Experience as a subject teacher from KS3-5	Desirable
Experience of teaching A level and GCSE in the subject for at least 2 cycles.	Desirable
Experience of teaching	Desirable
Experience of organising or participating in extra-curricular activities.	Desirable

Experience of participating in or leading a whole school initiative	Desirable
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Attitude/approach

Ability to enthuse children and adults	Essential
Possess a positive attitude and approach to change and development	Essential
Flexible and firm with the ability to know when to be either	Desirable
Enjoy rising to the challenges inherent in a school environment	Essential
Lifelong learner	Essential