



CITY AND ISLINGTON
COLLEGE

JOB REF NO:

CITY AND ISLINGTON COLLEGE

JOB DESCRIPTION

A.

TITLE OF POST: 0.3 Part-time one-year Teacher of A-level Drama and Theatre (maternity cover)

RESPONSIBLE TO: Coordinator of Performing and Visual Arts

GRADE: National Sixth Form Colleges Teacher Pay Spine

SALARY: From £27,941 up to £41,710 pro rata (Inclusive of London Weighting)

B. PURPOSE OF THE JOB

- To teach A level Drama and Theatre

C. MAIN DUTIES AND RESPONSIBILITIES

In addition to the duties laid down in the Sixth Form College Conditions of Service, the postholder will:

- Teach Year 12 A-level Drama and Theatre.
- Take part in departmental meetings, INSET and staff development activities.
- Take part in student enrichment activities including extra rehearsals and theatre visits.
- To liaise with the Head of Drama and Coordinator regarding exam entries, monitoring of student progress, evaluation of results and quality assurance.
- To act as a personal tutor to a group of students and participate in the Centre's pastoral and tutorial system.

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Ensure that the post holder carries out their responsibility for the safeguarding and the promoting the welfare of children and young people.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- Basic Skills and Learning Support (For all teaching and lecturing posts).
- All teaching staff at the college are expected to contribute to the provision of additional learning support for students and to regard it as part of their teaching role to assist students in the improvement of their basic skills in numeracy and literacy. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary. Newly appointed staff might be required to attend externally accredited in-service training to develop their professional skills at helping students to improve their basic skills.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. Appropriate academic qualifications and PGCE.
2. Experience of teaching Drama & Theatre Studies at A-level to 16-19 year olds, with proven success.
3. Experience of curriculum planning and assessment in Drama & Theatre Studies and of working successfully in a teaching team.

Knowledge and Understanding

1. Knowledge and awareness of current curriculum developments.
2. Awareness and understanding of the curriculum and pastoral needs of the 16-19 age group.

3. An understanding of and commitment to the college's policies on equality of opportunity and a willingness to promote these in all aspects of the work.

Skills and Abilities

1. Ability to make the subject interesting and accessible to students.
2. The ability to relate to and communicate effectively with students, counsel them and monitor their progress.
3. The ability & commitment to work with inner-city students.
4. An ability to maintain good working relationships with colleagues and to work as part of a team.

When you are writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

NB: all A-level courses at the Sixth Form College have an allocation of 4.5hrs; one 1.5hrs lesson and one 3hrs lesson per week.

Applications must be received by Monday 21st August 2017

Interviews will be held on Thursday 24th August 2017