



## **Lewes Old Grammar School**

### **Teacher of Drama**

#### **Job Description**

##### **Responsible to: Head of Music and Performance**

Start date: January 2020 (or April 2020 for an exceptional candidate if more notice is required)

Timetable: Full Time over a two-week timetable

Salary: MPS

Pension: Group Save Contributory Pension Scheme

##### **Introduction**

Lewes Old Grammar School is an independent co-educational day school located in the historic county town of Lewes, educating children from 4 to 18 years old. The School encompasses traditional values combined with a forward approach to the education of young people, and it is proud of the family ethos and community it engenders. First established in 1512, Lewes Old Grammar School combines high educational standards and small classes in a caring, well- mannered environment

together with economic fee levels. There is an extensive program of extra-curricular activities running on Friday afternoons for Yr 7/8 and many opportunities for students to take part in music and drama activities.

The School offers a pre-Reception class, housed in Morley House our Junior School. The Junior School caters for children from three years old until the age of eleven, and is located in an independent building in a pleasant residential area of Lewes.

The Senior School occupies four architecturally historic buildings in the High Street of the ancient town of Lewes. Here we educate children from the age of 11, (Year 7), until 18 years of age, (Sixth Form), and always feature well in the Sussex GCSE and A Level league tables. We have an ambitious development plan for the school's facilities over the next five years.

We are a school who values its staff contributions and encourages them to take ownership of their teaching practice and professional development. Work life balance is important to both our families and our staff. So whilst we encourage and appreciate participation in school events and extra-curricular activities we certainly recognise and expect staff to have lives outside of the school! We are a friendly and happy school with a commitment to treating everyone as an individual.

### **Purpose of Job/Key objectives**

We are looking for an enthusiastic and engaging teacher of Drama from January 2020. The successful candidate will teach across all key stages and will be part of the Practical and Performing Arts Faculty. Experience of teaching the new 9-1 GCSE would be a distinct advantage as would a proven record of results.

Performing and Practical Arts are highly valued subjects at Lewes Old Grammar School. Drama in particular has grown in reputation and popularity significantly in the last five years. The successful candidate will be joining a highly supportive team of professionals. LAMDA lessons are extremely popular with our pupils and we achieve outstanding results each year in these exams.

Drama is a popular choice for many pupils and we have a healthy uptake to study it at GCSE. The school is also very passionate about performance. Many of our pupils relish performance opportunities and want to be involved in Drama. There is a regular programme of productions at LOGS. The successful candidate will be expected to support these productions but there is no expectation to lead them particularly in the first two terms.

Our school motto is 'Life Long Love of Learning' and to that end we follow the simple view that pupils who enjoy the subject will engage in it, grow in confidence and will have the opportunity to excel. If you feel that you can play a strong and supportive role, both through the curriculum and also the many extra-curricular activities we offer we would be delighted to hear from you.

## **Principal Duties/Tasks and responsibilities**

- to plan and teach the pupils according to their educational needs and abilities in line with the department's schemes of work, which foster positive communication skills and encourage and develop an interest in Drama;
- to relate all teaching to relevant National Curriculum levels and schemes of work with a clear focus on encouraging and extending the performance skills of pupils at KS3 and KS4 and KS5;
- to teach Drama to all year groups though the majority of the timetable will be GCSE and A-Level/BTEC;
- to protect the safety of pupils and staff in accordance with the school's Health and Safety Policy in liaison with the Head of Faculty;
- to mark positively and appropriately to ensure regular and productive feedback and keep appropriate records of lessons taught and pupils' progress;
- to share in the process of internal examination setting;
- to foster and support for the school's rules and guidelines, aims, values and ethos;
- to implement all relevant aspects of school policies e.g. reports, homework, etc;
- to develop skills to meet the needs of current educational requirements by attendance at lectures, conferences, and relevant courses as directed by the Head of Department;
- to attend departmental meetings as required;
- to cover classes as required when members of the department are absent; when other staff members are absent and to actively teach these classes if the absent member of staff is a Drama teacher.
- to protect the safety of pupils and staff in accordance with the school's Health and Safety Policy in liaison with the Head of Department;
- to participate in activities and events associated with the subject e.g. lectures, exhibitions, visits, clubs, societies etc. and accompanying pupils to internal and external events and competitions, as appropriate;

- to participate in relevant visits to other events in accordance with the school's policy for offsite trips;
- to participate in Sports Days, and any other appropriate event(s);
- to participate in departmental events - to liaise with form staff and the Head of Department, as appropriate, to ensure that the progress of each pupil in Computer Science is monitored;
- to use IT within the department to help with teaching and learning, as and when appropriate;
- to participate in the department's contribution to the extra-curricular activities in the school related to Drama (specifically at lunch time and after school);
- to attend Parents' Evenings relevant to pupils taught;
- to undertake other tasks relevant to the work of the department or the needs of the school, as these may arise (e.g. to carry out duties, when asked to do so.)
- to be a form tutor (if full time) with the responsibilities that this entails.

## **Person Specification**

### **Qualifications**

- Relevant honours degree;
- PGCE or equivalent;

### **Skills and Experience**

- A vision for the future of Drama in a leading independent school;
- Capacity to inspire pupils of high ability and enhance pupil learning;
- Proven communication and interpersonal skills;
- Empathy for pupils, parents, staff and the community;
- Committed to continual personal and professional development;
- High order organisational skills, effectively manages commitments and deadlines;

- Willingness to learn and use new technologies;
- Works collaboratively and supportively with colleagues within school and other organisations;
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams;
- Ability to motivate and encourage participation in activities and a willingness to take part in and/or organise trips and visits;
- A generosity of spirit and a willingness to contribute to the extra-curricular life of the School;

### **Further Details**

The Application Forms can be downloaded from our TES microsite and are available from our website. Applications must be made using the school's Application Form, Equal Opportunities Form along with a covering letter of application, including full contact details of two referees. Please provide the details of at least one referee who can be contacted ahead of interview.

CVs alone will not be accepted; they can however be attached to a completed application form.

Any queries regarding the application process should be directed to the HR Department: [hr@logs.uk.com](mailto:hr@logs.uk.com).

Please send completed application forms to [hr@logs.uk.com](mailto:hr@logs.uk.com)

Lewes Old 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. Applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and sign a self-disclosure form.

### **Interviews**

The closing date for applications is Friday 27<sup>th</sup> September at midday.

Interviews will be held the w/c 30<sup>th</sup> September and 7<sup>th</sup> October.

Visits to the school are highly encouraged for this role, please do contact the school to arrange this. A full tour of the school will be included in the interview schedule.