



JOB DESCRIPTION

School: Central Foundation Boys' School

Position: LAMDA Tutor

Contract: Full-time (part-time option also available), 35h a week, term time only

Salary: NJC pay scale P01 – pt 29 – 31 - £41,286pa - £42,855pa (full-time equivalent); actual salary £35,788pa - £37,148pa

Reports to: Creative Arts Faculty Leader

Aim of the post:

To support the Drama Department in rolling out the successful implementation of LAMDA classes and exams across year groups.

To lead all LAMDA classes and examinations.

To assist the drama department with extra-curricular clubs, performances and events.

MAIN DUTIES AND RESPONSIBILITIES:

- To be responsible to the Creative Arts Faculty Leader (FL) to ensure smooth running of all LAMDA lessons and exams.
- To work together with the FL and drama department to support on extra-curricular activities, performances and events.
- To select all exam material and appropriate grades for each student.
- To create a suitable timetable of lessons for all students, liaising with the drama department each week and ensuring information is sent out to pupils/parents/staff and posted on the drama department noticeboard and all other relevant channels.
- To be responsible for the preparation and delivery of LAMDA classes, both individual and group classes, and for running the examinations at appropriate level.
- To encourage pupils to gain knowledge and skills through active learning in lessons.
- To plan, and keep accurate records of lessons, pupil progress and achievements.
- To ensure Health and Safety practices are followed at all times.
- To run an after-school club every day of the week.
- To order materials and equipment and setting up as required.
- To set up and maintain a bank of purchasing information and to keep financial records of all purchases.
- To create, maintain and distribute any and all resources, information and scheduling material.
- To assist on school productions and events as they arise throughout the academic year.
- To lead on a school production/competition.
- To support whole school events, as required.
- Other appropriate duties as directed by the Faculty Leader.

WHOLE SCHOOL RESPONSIBILITIES

- To take an active role in maintaining the general appearance and upkeep of the Drama department, theatre and practice room.
- To assist where possible in setting up presentations and displays.
- To be responsible and lead on all LAMDA examinations.
- To attend training courses as appropriate.

SAFEGUARDING

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students

EQUAL OPPORTUNITIES

- The post holder must carry out their duties with full regard to the school's Equal Opportunities policy.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.



PERSON SPECIFICATION

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QUALIFICATIONS REQUIRED

- GCSE or equivalent level, including English and Maths
- An Undergraduate Degree in Drama, or equivalent professional experience, is essential.
- LAMDA qualifications
- A proven track record of achieving outstanding results.

KNOWLEDGE AND SKILLS REQUIRED:

- A breadth of theatrical knowledge of classical to contemporary
- Excellent administrative and organisational skills
- Ability to be flexible and versatile and to work with imagination and ingenuity supporting young people in their new skills and techniques.
- Excellent communication skills, including being able to deal effectively with teaching staff, pupils and parents.
- An interest in drama curriculum.
- Knowledge and experience of acting, public speaking and verse and prose syllabi,
- An up-to-date knowledge of teaching methods and repertoire and be able to advise pupils and the school about suitable repertoire and teaching material.

EXPERIENCE REQUIRED

- Previous experience working in the creative arts, theatre or music industry.
- Experience of working with children or young people and students.
- Prior experience working in a school environment (desirable but not essential)
- Experience in teaching acting.
- Experience in teaching verse and prose.
- Experience in teaching public speaking.
- Experience directing shows with students in KS3-5
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