



WELLINGTON  
COLLEGE  
EDUCATION

**Job Description**

|                         |                                      |
|-------------------------|--------------------------------------|
| <b>Job Title:</b>       | Teacher of LAMDA – self employed     |
| <b>Date:</b>            | September 2024                       |
| <b>Department:</b>      | Drama                                |
| <b>Reports To:</b>      | Head of Performing Arts              |
| <b>Responsible For:</b> | Delivering one-to-one LAMDA teaching |

**Purpose of the Position:**

Wellington College Prep Performing Arts Department is seeking an experienced LAMDA teacher, on a self-employed basis, teaching LAMDA exams at various levels (grade 1 – 8). Preferably, the teacher will have experience in Speaking Verse and Prose, Acting and Musical Theatre LAMDA examinations. The successful candidate will preferably have professional training in Acting or Directing, a proven track record of leading pupils to achieve outstanding results, and a positive attitude to working with students at all levels. They will be responsible for timetabling students on a rotating schedule, ensuring organised and well-communicated administration.

**Departmental Information**

The Drama Department has a philosophy of inclusivity and excellence, encouraging every pupil to have a lifelong love of drama and performance. Our Performing Arts Department is made up of one Music classroom, one Drama classroom (Veary Room), a larger performance space (Edleston Studio) and other rehearsal spaces. The successful candidate will be flexible and able to work/teach in a variety of teaching venues.

**Main Tasks and Responsibilities:**

- Delivering one-to-one LAMDA teaching
- Responsibility for all communication with LAMDA related to examinations
- Responsibility for booking exam sessions throughout the year and associated processes including entering students via online entry, arranging exam payments, requesting Sundries payments, booking rooms where necessary and notifying Wellington College Prep staff

**Person Specification:**

| <b>Education Attainment</b>   | <b>Essential Experience</b>  | <b>Desirable Experience</b> |
|---|--|-----------------------------|
| <ul style="list-style-type: none"><li>• General Education</li></ul>   |  | Relevant degree             |
| <b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"><li>• Knowledge of</li><li>• Understanding of</li><li>• Experience in</li></ul> | LAMDA examination system<br>Pedagogy for Drama<br><br>The pressures of working in a performance environment<br><br>Teaching<br>Public speaking | First Aid qualification     |

|   |  |  |
|---|--|--|
|   | Directing<br>Acting  |  |
| <b>General intelligence</b><br>Good interpersonal skills, ability to engage with a wide range of personalities. Good leadership skills.   |  |  |
| <b>Skills and special aptitudes</b> <ul style="list-style-type: none"> <li>• Numerate</li> <li>• Organised and able to prioritise</li> <li>• Artistic Ability</li> </ul>  | <ul style="list-style-type: none"> <li>• Musical Ability</li> </ul>  |  |
| <b>Interests</b> <ul style="list-style-type: none"> <li>• Intellectual</li> <li>• Practical</li> <li>• Physically active</li> <li>• Community</li> </ul>  | <ul style="list-style-type: none"> <li>• Problem-solving ability</li> <li>• To work independently and as part of a team</li> </ul>   |  |
| <b>Disposition and Personal Qualities</b> <ul style="list-style-type: none"> <li>• Reliability</li> <li>• Discretion &amp; Diplomacy</li> <li>• Impartiality of Judgement</li> <li>• Self-reliance and Self-motivation</li> </ul> | <ul style="list-style-type: none"> <li>• Be adaptable and flexible with working patterns when required</li> <li>• Discreet and able to maintain confidentiality</li> <li>• Problem solving skills</li> <li>• Stay calm under pressure</li> </ul> |  |

### Conditions of Service

- Self-employed, initially (and rising from) 3 to 4 hours per week, fixed term for one year – actual hours will be spread unevenly throughout the year according to the tasks being undertaken

Wellington College Prep reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of Wellington College Prep's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

Wellington College Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Wellington College Prep complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Wellington College Prep is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with Wellington College Prep's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by Wellington College Prep, including personal protective equipment in accordance with training and instruction.