

WELLINGTON
COLLEGE



Job Description

Job Title:	Teacher of Drama / Second in Department
Date:	January 2018
Department:	Drama and Theatre Studies
Reports To:	Director of Director of Drama
Responsible For:	Delivery of Academic and Co-Curricular Drama in collaboration with the Drama and Theatre Studies Department

Purpose of the Position:

The successful candidate will work closely with the Director of Drama to enhance and promote Academic and Co-Curricular Drama across the school. The specific areas of responsibility will depend on the successful applicant's strengths.

Departmental Information

The Christopher Lee Theatre is an excellent facility with up to date professional technical equipment. Lessons take place here as well as the majority of College productions. A new Performing Arts Centre is under construction, which reflects Wellington's increased interest and abilities in the Arts. The exciting new venue, ready for use in September 2018 will hold a 1,400-seat theatre providing a flexible facility and the building itself will include classrooms, rehearsal and performance/exhibition space, designed to work for Music, Art, Drama and Dance. Every student will benefit from the opportunity to learn, exhibit and perform in state-of-the-art facilities, in a space that will greatly enhance day-to-day College life and events. Drama is a very popular subject and is taught throughout the College from Years 9 – 13. There are currently 3 full time teachers of Drama. There is also a Head of LAMDA who organises individual lessons and leads a production and showcase each year. The department benefits from a Theatre Technician who assists with all technical requirements. The pupils are currently taught using the Edexcel syllabus for GCSE and A Level. Theatre Studies IB is also taught in Years 12-13. There are a number of productions that take place throughout the year ranging from large scale musicals and plays to more intimate pupil led productions, plus the annual House Drama Competition. There is an inclusive policy for all students to access and enjoy the opportunities of being involved in Co-Curricular Drama.

Main Tasks and Responsibilities:

In addition to the general duties of a teacher at Wellington (see Purpose of the Position), the post holder is expected to:

- teach across the full age range from year 9 to year 13
- direct at least one production a year and support all other productions mounted by the Drama department
- teach a standard timetable allocation (currently around 36 lessons of 60 minutes in a twelve-day timetable cycle)
- play a role in the extra-curricular life of the Department, including contributing to: off-timetable workshops, extension programmes, pre-university seminars, competitions, etc.
- make a positive contribution to the efficient running of the Department, including setting and marking examinations, attending departmental meetings, undertaking administrative and other tasks as delegated by the Head of Department
- enhance the quality of teaching and learning in the Department and wider College through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
- actively safeguard and promote the welfare of children
- support the College's aims and objectives for teaching and learning
- adhere to and promote all College policies and procedures

WELLINGTON COLLEGE



Beyond the Classroom

All teachers at Wellington are expected to contribute fully to the extra-curricular and pastoral life of the College. It is the norm for teachers to coach sport at the appropriate level and to help deliver service or CCF activities on Wednesday afternoons. As tutors, teachers are allocated to a Boarding or Day House and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that House. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the House community.

The College expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatre locally and in London.

A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including: sport, social events, Chapel services, musical rehearsals and many other things.

Person Specification:

Educational Attainment

- Good level degree in a directly related subject (essential)
- Master's or Post-Graduate qualification in a related subject (desirable)
- 3 A Levels, IB or equivalent
- 8+ GCSE A*-C (English and Maths essential) or equivalent

Knowledge and Experience

Essential

- Thorough knowledge of the (13-18) subject Curriculum – GCSE/IGCSE and A/IB level
- Involvement in extra-curricular activities (professional, amateur or voluntary)
- Experience of Theatre Direction (professional, amateur or voluntary)

Desirable

- Choreography experience
- Recognised teaching qualification, such as a PGCE, or equivalent experience
- Teaching experience at A/IB level
- Awareness of Safeguarding requirements and good practice within a boarding school setting
- High level of IT literacy

Skills and Personal Qualities

- have excellent academic and dramatic experience and qualifications; experience as a teacher in secondary education is essential, 3-5 years is preferred though consideration will be given to candidates with teaching and directing experience in other educational settings
- have excellent subject knowledge and a progressive vision for pedagogy within the subject
- have the energy and resilience needed to maintain an extra-curricular Drama programme that is amongst the busiest and highest quality in the country;
- be a specialist in choreography, contemporary theatre, improvisation or classical theatre; the ability to work in two of these disciplines to a high level is required
- be capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College
- be able to demonstrate a positive and authoritative rapport with Senior and Junior pupils
- excellent and effective classroom management skills
- have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- be organised and self-motivated, with a proven record for meeting targets and deadlines

WELLINGTON COLLEGE



- have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
- able to perform well and remain professional whilst under pressure
- be a dedicated team-player, who strives for excellence and leads by example
- be committed to boarding school life and willing to engage in a range of extra-curricular activities
- be tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- demonstrate a strong commitment to personal continuous professional development
- display a smart and professional appearance, representing the College in a positive manner

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally with a focus on encouraging these behaviours within the pupil body.

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

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

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General 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 the College, including personal protective equipment in accordance with training and instruction.