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| **JOB DESCRIPTION** | |
| **JOB TITLE** | Teacher of Drama |
| **DEPARTMENT/SECTION** | Drama |
| **REPORTS TO** | Deputy Head Co-Curricular |
| **JOB SUMMARY:**  The Teacher of Drama will be responsible for delivering high quality teaching, through planning engaging lessons to enable all pupils to make the best possible progress. The Teacher of Drama must be able to demonstrate excellent subject knowledge and communicate this in an enthusiastic and imaginative way. The Teacher of Drama must have substantial experience teaching Drama GCSE and A level courses as they will have a large percentage of the exam classes on their timetable. In addition, they will be eager to contribute to the routine and extra-curricular life of the school, as well as that of the department by running after school rehearsals and participate in the busy schedule of productions throughout the year. | |
| **KEY DUTIES AND RESPONSIBILITIES:**  Teaching and learning   * Be an excellent teacher of GCSE and A level Drama with a proven track record of excellent results * Strive to be an excellent classroom teacher who inspires and challenges the pupils * Teach Drama across all levels and abilities * Contribute to maintaining classroom resources and displays * Attend and contribute to department meetings * Co-ordinate relevant trips to productions and shows in London for KS3, GCSE, AS and A2 groups, particularly linked to the requirements of the exam specifications * Plan and implement engaging Drama productions that makes best use of the talents within the School and that appeals to, and involves, a full range of pupils * Provide challenge for every pupil and to encourage and support all pupils to achieve their potential * Carve out opportunities to take the lead in curriculum development * Share in departmental best practice and bring new ideas to the department * Take on wider departmental responsibilities, including: preparing Oxbridge candidates for interview, staffing academic support or revisions sessions, creating assessment material and promoting the department to all pupils * Work effectively as a member of a close-knit team to continually review and develop the highest quality of teaching and learning practice in the department * To invest extra time to ensure pupils achieve the best standard   Co-curricular:   * Recruit to, rehearse and conduct productions as agreed with the Deputy Head Co-Curricular * Assist with the organisation of trips and rehearsals * Contribute to the broad co-curricular offer including clubs, activities and performance opportunities * Contribute as necessary to departmental outreach projects | |
| **TEACHER - GENERIC DUTIES AND RESPONSIBILITIES**  Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.  Teaching and Learning   * Plan, prepare and deliver purposeful and productive lessons to assigned classes. * Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils. * Encourage pupils and show enthusiasm for their subject in the classroom. * Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil’s progress in their subject. * Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate. * Select and use a range of different learning resources and teaching styles, appropriate to subject and topic. * Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice. * Use appropriate teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account pupils with learning needs. * Research new topic areas and maintain up-to-date subject knowledge. * Undertake report writing and the award of internal grades as required.   Department   * Carry out any reasonable subject-related duties assigned to them by their Head of Department. * Attend department meetings and moderation meetings as requested by their Head of Department. * Contribute to the Department’s devising and writing of new subject materials when required. * Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.   Co-Curricular   * Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the   School as required by the Head of Department, Deputy Warden or the Heads of  Section and Preparatory Schools and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.  Pastoral   * Ensure that they are familiar with the School’s health and safety guidance and be responsible of their own health and safety and that of their pupils. * If full-time, be prepared to undertake the pastoral role of a form tutor. * Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils’ Code of Conduct and Dress Code. * If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.   Other Professional Duties   * Support and foster the aims of the School. * Make themselves familiar with the contents of the Staff Handbook, the School’s aims and policies and endeavour to follow these closely. * Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently. * Attend staff meetings, parents’ evenings, Commemoration Day, Inset sessions and similar   important functions both in and out of normal School hours, and participate in the main  Saturday Open Day for prospective parents and pupils.   * Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work. * Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden. * Take part in the School’s performance management scheme and appraisal   *Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.* | |
| **SAFEGUARDING:**    The post holder will be required to;   * Submit an Enhanced Disclosure and Barring Check (DBS). * Complete Child Protection Training. * Promote and safeguard the welfare of all children and young person’s they are responsible for or come into contact with. | |
| **FOREST SCHOOL’S POLICY AND PROCEDURE**     * The post holder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations | |
| If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.    The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section. | |