

## **JOB DESCRIPTION**

### **TEACHER OF PERFORMING ARTS, DRAMA & MUSIC**

In accordance with the “Conditions of Employment of School Teachers”, the professional duties of a Performing Arts, Drama & English teacher shall be deemed to include the following duties:

- Teaching of Performing Arts and Drama, including planning and preparing courses and lessons; setting and marking of work; and assessing, recording and reporting on development, progress and attainment.
- Preparing pupils for public examinations, assessing pupils for the purposes of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.
- Communicating and consulting with the parents of pupils, including the attendance at parents’ evenings and open evenings.
- Maintaining good order and discipline among the pupils he/she is teaching.
- Participating in departmental meetings and taking responsibility for implementing actions.
- Working as a member of a team in the shaping of Departmental policy and practice, introduction of curricular initiatives, the preparation and development of schemes of work, units of study and methods of teaching and assessment.
- Contributing to the provision of resources and teaching materials and taking some responsibility for care of stock.
- Participating in appropriate administrative and organisational tasks in order to ensure the smooth running of the Department.
- Taking responsibility for a designated area of the curriculum or curriculum innovation or project.
- Keeping up to date with curriculum innovation, participating in arrangements for INSET, contributing to his/her own professional development.
- Working collaboratively with support teachers in the classroom.
- Setting work for his/her classes where absence is known in advance and setting work for absent colleagues where required.
- Being an integral part of the “Team” ethos at Parkfield School; working collaboratively where possible and supporting those around you to ensure the smooth day to day running of the school.