The Radclyffe School "Working Together for Excellence"	**JOB DESCRIPTION** **Teacher of Drama (Maternity Cover)**	Ofsted Outstanding School 2015|2016

Purpose	• To undertake an appropriate teaching commitment and associated duties in accordance with school policy, Teachers' Pay and Conditions of Service and the Teachers' Standards. • Ensure a high quality learning experience that meets both internal and external quality standards and provides students with the opportunity to achieve their personal excellence. • To contribute to raising standards of student achievement and attainment in Drama
Reporting to:	Head of SPA
Responsible for:	Students and School Resources
Liaising with:	Head and Deputies, teaching and support staff, parents, Local Authority and other external agencies
DBS Check	Enhanced Level
Working Time	In accordance with the current Teachers' Pay and Conditions Document (195 days, 1265 hrs directed time). Full-time.
Salary	Qualified Teacher Main /Upper Scale according to salary assessment

LEARNING AND TEACHING

1. Assist in the development of appropriate specifications (syllabuses), resources, schemes of work, teaching strategies and marking policies and assessment procedures in Drama.
2. Plan and prepare courses and lessons
3. Teach students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere
4. Communicate effectively and professionally with parents and carers on student progress and welfare, after consultation with appropriate staff
5. Liaise with pastoral leaders to ensure the implementation of the school's pastoral system, including the identification of any perceived student difficulties and possible resolutions
6. Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
7. To prepare and update subject materials
8. Ensure wall displays and the learning environment support and reflect Learning and Teaching strategies

9. Assist in the implementation of the Behaviour for Learning policy and the Five Respects so that effective learning can take place, including high expectations in respect of punctuality, standards of work and homework

10. Share in the management of the behaviour of students including the break duty rota

11. Maintain appropriate records and provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers, etc.

12. Complete the relevant documentation for the tracking of students and to track student progress to inform teaching and learning, ensuring expected progress or higher

13. Assist the Head of Department/Faculty to identify resource needs and with the process of ordering and allocating equipment and materials

14. Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools

15. Contribute to PSHE, Citizenship and Enterprise according to the school policy

16. Assess, record and report on student attendance, progress, development and attainment

17. Undertake assessment of students as requested by external examination bodies, departmental and school procedures

18. Mark, grade and given written/verbal and diagnostic feedback as required

19. Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

20. Assist in establishing, monitoring, evaluating and developing Learning and Teaching and the curriculum, to meet the needs of students, examining and awarding bodies and the school's aims.

21. Take part, as required , in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

22. Actively engage in the school's Appraisal process.

23. Take part in the school's staff development programme by participating in arrangements for further training and professional development

24. Lead by example and promote and enable team work in pursuit of corporate excellence

25. Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all

26. Follow the school's agreed policies for communications in the school

27. Co-operate with other staff to ensure resources are shared and used effectively and to the benefit of the School, Department and students.

28. Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

GENERAL RESPONSIBILITIES

29. Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)

30. Actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.

31. Be a PLG (Personal Learning Guide) and carry out the duties associated with the role as outlined in the generic job description

32. Maintain confidentiality and observe data protection and associated guidelines where appropriate

33. Contribute to the school marketing activities, e.g. the collection of material for press releases

34. Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants or for any employee who develops a disabling condition.

Date: September 2018	**Head teacher: H. S. Hayer**