

Teacher of Drama and Head of Co-Curricular Drama

Job description

Do you want to be a part of a drama department that is vibrant and busy, with a focus on excellent skills-based teaching as well as delivering an exciting programme of public performances, trips and theatre visits?

Drama is well established at Emanuel and viewed as an integral part of the school's academic and co-curricular offering. Students respect the work of the department and are active and engaged learners. Following the promotion of the current postholder, we are looking for a new permanent member of the drama team who will also lead on our co-curricular drama provision.

The role will suit an experienced theatre practitioner and teacher with the passion to further build on the excellent drama standards at Emanuel. We welcome applications from NQTs with relevant experience in managing large productions, as well as those with longer experience. All staff at Emanuel undertake pastoral duties as form tutors or through other key responsibilities, and get involved in the wider life of the school through its trips, co-curricular activities and outreach programmes.

You can find more detailed information about a role within the school in our 'Working at Emanuel' guide. Do note that interviews may be held at any stage after applications are received, so candidates are advised to apply as soon as possible. We may close the vacancy earlier than the specified deadline, if the right candidate is found.

Responsibilities

Leadership of co-curricular drama

- Managing all productions, including:
 - Liaising with the Head of Drama to create the show schedule for the year ahead and allocating roles, directing productions and overseeing these productions moving through the year;
 - Leading regular co-curricular drama and production meetings for relevant staff;
 - Directing the school musical, assisted by the Director in Residence;
 - Directing another production, to be decided in conjunction with the Head of Drama;
 - Managing all non-performance elements of a show, including but not limited to: company and audience catering; front of house; production photography (and videography when needed); ticketing; and newsletter articles for all co-curricular productions in the department;
 - Being responsible for Portcullis articles about individual productions which the Head of Co-Curricular Drama has directed.
- Co-organising the biennial Edinburgh residential trip, which involves organising the venue, creating the schedule and liaising with colleagues in the department to allocate directors to productions. The Head of Co-curricular Drama will be responsible for pastoral and logistical aspects of the trip. Assistance with the logistics of the trip may be provided by support staff.
- Having oversight of all co-curricular clubs in the department.
- Line managing the Director in Residence, directing her/his involvement with co-curricular drama and liaising with members of academic staff to allocate her/his time to support curricular teaching.

- Having oversight of the budgets for co-curricular drama (the allocation of which is the responsibility of the Head of Drama).

Teaching and learning

- Delivering excellence in teaching based on a deep knowledge of Drama and its pedagogy.
- Creating a challenging and stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
- Supporting pupils in their learning, making each feel included, secure and valued, and ensuring they have every opportunity to fulfil their potential.
- Following agreed guidelines, syllabuses and schemes of work, ensuring an excellent knowledge of the requirements of public examinations and national curricula.
- Preparing thoroughly for lessons and setting homework regularly in line with school expectations to ensure that pupils achieve the highest possible standards.
- Engaging a wide range of digital and physical resources to enhance learning, as well as planning engaging visits, trips, speakers and practical work relevant to Drama.
- Marking all work regularly and promptly in line with the marking policy and the department's schemes of work to ensure that pupils receive frequent and constructive feedback as they learn.
- Making regular assessments of pupils and monitoring progress against prior attainment, employing effective intervention strategies when required and using information to extend pupil achievement.
- Producing on request detailed reports on the progress/achievement of any pupil taught.
- Attending all meetings relevant to the role and responsibilities, and attending all parents' evenings for groups taught, as well as other events as directed.
- Communicating effectively with parents and pupils on all Drama curriculum, teaching, pastoral and learning matters, maintaining high standards and expectations.
- Promoting pupil achievements, career opportunities and experiences in Drama, providing relevant material for the school website and newsletter.

Pastoral responsibilities

- Undertaking pastoral responsibilities as directed, and working with pastoral leads to support pupil welfare.
- Being a form tutor if requested, encompassing academic, pastoral and administrative oversight of the form and acting as the main point of contact for parents.

Other duties

- Playing a full part in the life of the school community, supporting its distinctive mission, ethos and policies while ensuring that staff and pupils follow this example.
- Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
- Maintaining good order and discipline amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Undertaking supervisory, cover and invigilation duties as directed.

- Taking an active involvement in co-curricular activities – this would mean a minimum of one specific co-curricular responsibility, which could include taking a team with fixtures and after school practices, organising a club or society and/or being involved with a house.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Complying with relevant Emanuel policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive, and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the head of department, headmaster or senior colleague may require from time to time.

Person specification

Qualifications

- Drama degree with high honours
- Qualified Teacher Status (QTS)/DfE recognised teaching qualification (desirable)
- Evidence of appropriate continued personal and professional development
- Extensive high level knowledge of the subject area
- Excellent knowledge of strategies to support teaching and learning in Drama
- Confident knowledge of /ability to apply Keeping Children Safe in Education

Competencies

- Inspirational teaching and presentation skills
- Ability to build effective relationships with pupils, parents and staff
- Ability to communicate effectively to a range of audiences
- Ability to work under pressure, priorities, manage time effectively and meet challenging goals
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate in the life of the school, including co-curricular and pastoral commitments.

Experience

- Experience of directing and managing large-scale theatre productions
- Experience of co-ordinating productions on tour (desirable)
- Proven excellent record of Drama teaching at secondary level
- Experience of teaching Drama at GCSE and A level, with demonstrable improvements in results
- Experience of teaching a second subject offered at Emanuel (desirable)