**TEACHER OF DRAMA**

**JOB DESCRIPTION**

**Responsible to:** Head of Dance and Drama

Head of The Expressive Arts

Ultimately, the Headteacher

Reporting in the first instance to the Head of Dance and Drama, the post will involve teaching Drama across the age and ability range at KS3 and KS4, including BTEC Performing Arts and other equivalent pathways.

The post holder will be expected to make a highly significant contribution to extra- curricular activities in Expressive Arts. A broad range of expertise and the ability to teach a second subject is required.

**General Responsibilities**

1. To implement the aims and objectives of the school and vision of the Expressive Arts faculty.

2. To undertake such duties and administrative tasks as may be reasonably directed by the Head of Faculty and Headteacher.

3. To participate in and contribute to appropriate CPD provided by the school and LA.

4. To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of pupils whilst on school premises and/or on official out-of-school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters.

5. To contribute to broader aspects of school life as opportunity and situations make

relevant.

6. To participate in appropriate meetings with colleagues and parents as relative to the

above duties.

**Principle Responsibilities**

1. To plan and prepare lessons in accordance with departmental schemes of work.

1. To teach Drama to appropriate levels through KS3 to GCSE/BTEC level, to set homework, and mark work arising there from.

1. To maintain high standards of pupil behaviour and good order in the classroom and around the school, to ensure it aids a positive learning environment and to pursue appropriate action when pupils fail to respond.

1. To contribute to the planning, preparation, delivery and recording of the Drama curriculum, reflecting the department’s commitment to effective teaching and learning.

1. To ensure that literacy and numeracy is embedded into the teaching of Drama.

1. To make assessments and to complete pupil records, reports, profiles, etc according to school and departmental policy.

1. To provide oral and written feedback that moves the learner forward in their knowledge, skills and understanding

1. To track and monitor student progress, ensuring timely interventions are provided in response to assessment data.

1. To attend Parents’ Evenings and other meetings relevant to the role, as required.

1. To take part, when relevant, in external requirements for the preparation of pupils for public examination, e.g. assessment and recording of work, supervision of examinations for related systems of assessment.

1. To contribute to the setting of internal examinations, their supervision, marking and reporting, according to school policy.
2. To contribute to the general work and development of the department and/or relevant cross-curricular areas, to implement policies and undertake tasks arising from these.
3. To take responsibility for the safe and efficient management of teaching rooms, studios, changing rooms and storage space with particular regard for health and safety.
4. To ensure that all aspects of the safety of pupils, staff and equipment are adequately communicated to the appropriate parties and are adequately monitored for implementation as they concern the work of the department.
5. To act as form tutor with the associated responsibilities of such a post – as directed by the Headteacher.

1. To undertake a share of general supervisory duties at break, before and after school, in accordance with the duty rota.
2. To play a highly significant part in organising and running the extensive extra-curricular activities including contributions to the annual school production.

1. To contribute to the development of high-quality learning in Drama on transition and to other partnership projects as requested by the Head of Department and/or Lead for Transition.
2. Other duties as reasonably requested by the Headteacher