



Job Title: Teacher of Drama or Performing Arts and English

Date: September 2019

Overall purpose of the job:

- Under the reasonable direction of the Headteacher, to carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.
- Raise standards of student attainment and achievement within Drama and Performing Arts; monitor and support student progress.

Main Responsibilities:

- To teach Drama or Performing Arts & English (possibly an additional subject) to groups of students from all abilities across years 7 – 11
- To complete an annual Health & Safety audit of the Drama Department's equipment

General Responsibilities relating to teaching:

- Ensure that all lessons are planned with clear aims and objectives, taking into account the requirements of the National Curriculum
- Ensure that all lessons are delivered in line with Departmental schemes of work and school policies.
- Encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- Ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- Encourage and foster intellectual curiosity.
- Deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- Set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with constructive feedback.
- Keep careful records of student progress in line with Departmental and School policy, ensuring the maintenance of accurate and up-to-date information.
- Maintain a high standard of display work in the classroom, which is changed frequently.
- Keep work areas tidy and well-organised and follow Health and Safety guidelines in the classroom at all times
- Attend scheduled Departmental meetings and school and parents' evenings as identified in the School calendar
- Work with colleagues to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of Winchcombe School

- Ensure that all work reflects the distinctive ethos of Winchcombe School
- Participate in Arts and Drama events and trips as required, including involvement with community performance events
- Keep a register of class attendance
- Participate in external and internal examination arrangements and moderation procedures

General

- Continue own personal development in accordance with the School's Performance Management cycle
- Set appropriate work for classes during any periods of absence and make sure that the work is thoroughly reviewed on return
- Carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions Document
- Read and adhere to all procedures as set out in the Staff Handbook
- Carry out a share of supervisory duties in accordance with normal school schedules
- Carry out any other duties which may be reasonably required by the Headteacher
- Actively promote and comply with the School's policies at all times.
- Enforce the School's Behaviour and Uniform policies on a daily basis.
- Play a full part in the life of Winchcombe School; to support its ethos and to encourage all students and staff to follow this example.
- Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential, sensitive information in line with the school Data Protection Policy and other data protection legislation.

Pastoral Responsibilities

- Act as a Form Tutor if required and carry out any responsibilities linked to that role.
- Work with House Head to support the overall progress and development of students within your Tutor Group (if applicable).
- Monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
- Contribute to the delivery of PSHE.

Winchcombe School is committed to the safeguarding of young people and an enhanced DBS disclosure will be required for this position. Equal opportunities are the right of everyone to equal chances and Winchcombe School respects each individual for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.



WINCHCOMBE SCHOOL

**TEACHER OF DRAMA or PERFORMING ARTS
PERSON SPECIFICATION**

ESSENTIAL (Must be/have)	DESIRABLE (Could have)
Qualifications, Experience and Training	
<ul style="list-style-type: none"> • Well-qualified with enthusiasm, creativity and energy • A degree in Drama, Performing Arts or a related subject • PGCE and able to teach Drama or Performing Arts at KS3 and KS4 to a high standard • Able and willing to teach a second subject • Willing to lead and develop extra-curricular activities and organise school productions (at least one per year) 	<ul style="list-style-type: none"> • Previous experience of involvement in enrichment activities • Able to bring a variety of interests and skills to the school • Basic knowledge of technical theatre skills (e.g. sound and lighting)

signed) Post Holder (date)

(signed) Headteacher (date)