

**TEACHER: JOB DESCRIPTION**

**Name:**

**Job Title:** Teacher of Drama & Theatre

**Line Manager:** Head of Performance Studies/Dance

**A. Main Purpose**

In line with the College Mission Statement, the subject teacher's main role in the College is to provide high quality teaching and learning, tailored to individual student need.

**B. Main Responsibilities**

To deliver high quality teaching and create a learning environment with a culture of high expectation:

- To establish an effective, safe and stimulating learning environment, allowing all students to perform to the best of their abilities and to develop independent learning skills.
- To set high standards for students' learning, motivation and attendance.
- To display good subject knowledge and understanding of the specification/curriculum, and to keep up to date with developments and knowledge in the subject area.
- To promote high standards of literacy and numeracy.
- To develop high quality resources that inspire learning and stretch and challenge all learners.
- To prepare schemes of work and materials.
- To prepare thoroughly, including the planning of well-structured lessons and associated assignments in accordance with schemes of work.
- To promote equality and diversity within the classroom.
- To provide resources that meet the needs of all students, regardless of their sex, disability, religion or belief, race, sexual orientation, gender reassignment, or special educational need.
- To reflect on the effectiveness of lessons and approaches to teaching, and respond to advice and feedback from colleagues.
- To actively contribute to the ongoing development of the department.

To demonstrate that effective learning is taking place and make accurate and productive use of assessment:

- To assess academic performance and plan learning in the light of previous achievement to enhance the value added results of the student.
- To check regularly that learning has been achieved, making use of formative and summative assessment to secure students' progress.

- To give students regular feedback, both orally and through accurate marking and encourage students to respond positively to feedback.
- To maintain accurate records, regularly assessing and grading student work.
- To undertake regular reviews of student progress and complete Progress Reviews in accordance with College requirements.

To be a tutor for a group of students, supporting tutees and monitoring their progress throughout their time at College:

- To support students and help them with any problems, personal or academic, which they might encounter during their time at College – including referral to the TTL, college counsellors, nurses, or learning support team.
- To act as the link between the College and parents, keeping them informed where concerns arise.
- To deliver the Personal Development Programme in the designated Tutorial period.
- To check on absence from College on a weekly basis and make contact with parents where absence is a concern.
- To deal with tutees who have unsatisfactory effort and behaviour. This will involve liaison with subject staff, and the Tutor Team Leader, as well as parents.
- To prepare high quality UCAS references for tutees and keep to internal College deadlines set.

General Responsibilities:

- To maintain accurate records of class attendance using the College registration system and to follow up student absence.
- To communicate with the parents of students and prospective students, including attendance at Consultation Evenings, Parent Tutor Evenings and Open Evenings.
- To interview prospective students.
- To contribute to the College's Extension Studies programme by teaching on existing courses and developing new courses in line with College policy.
- To attend and contribute to meetings as identified on the College calendar.
- To provide cover within the Department for staff who may be absent on a short term or occasional basis.

To contribute to the overall management of the College and adhere to its policies and procedures:

- To act at all times in accordance with the College's Safeguarding Policy.
- To participate in the College's Professional Review scheme.
- To take responsibility for improving teaching through continued professional development, including participation in training opportunities provided by the College.
- To participate in the College's quality assurance procedures, for example lesson observations and the departmental self-assessment process.
- To adhere to the College's IT – Acceptable Use Policy at all times.

- To participate in the maintenance of satisfactory standards of health, safety and security in relation to the Department in accordance with College policy.
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To carry out other reasonable requests as may be required from time to time by the Principal.