**JOB DESCRIPTION**

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| **POST TITLE:** | **Casual Drama Coach** |
| **RESPONSIBLE TO:** | **Assistant Principal, Personal Development** |
| **SALARY:** | **Casual Hourly Rate of £20.97 per hour + holiday pay** |
| **WORKING WEEKS:** | Casual Postworking on Wednesday afternoons during term time, usually between September and Easter/May Half Term, as part of the Enrichment Programme |

**Main Duties & Responsibilities**

As post holder you will be responsible for the organisation and delivery of the College’s Drama enrichment provision. You will provide opportunities for students to engage in a range of Drama activities, including both technical and performance aspects, and to participate in any performance opportunities. Your priority in this role will be to ensure that participation in Drama is high and that its benefits are felt by students from across the College.

The post-holder will:

* hold Drama workshops each week, developing students’ acting and technical skills and preparing for performance opportunities;
* promote Drama as an enrichment option during recruitment, enrolment and beyond, ensuring high participation and engagement rates;
* identify, and communicate to students, the benefits of Drama as preparation for work and for adult life;
* encourage collaboration, through Drama, between students from a range of disciplines and backgrounds;
* maintain accurate records of attendance at Drama activities;

**General**

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust and College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the College’s vision and values and to demonstrate these values through their behaviour.

***This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal and postholder) as the needs of the College change.***

**Person Specification**

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| The ideal candidate will possess the following qualities: | Essential / Desirable |
| QUALIFICATIONS & EXPERIENCE   * Degree or diploma in Drama, Theatre Arts, Performing Arts or Acting * Proven experience in acting, directing or stage management * Previous experience of coaching individuals or groups in educational, community or theatre settings | D  D  E |
| SKILLS & ATTRIBUTES   * Excellent teamwork and communication skills * The ability to interpret scripts, develop characters and bring stories to life * The ability to inspire and motivate young people, giving constructive feedback * A supportive and empathetic approach towards students * Reliability and punctuality * Knowledge and understanding of Safeguarding young people | E  E  E  E  E  E |

**Salary and Conditions of Service**

**Casual, Salary: £20.97 per hour + holiday pay**

Usual working hours will be for 2 hours on Wednesday afternoons, but with some flexibility when required. Any hours worked will need to be submitted on a monthly salary claim basis. You will be paid £20.97 per hour, plus holiday pay.

An enhanced DBS check is carried out on all staff and an online check will be made for anyone shortlisted for interview.