

**JOB TITLE: Drama Productions Lead**

**ACCOUNTABLE TO: SLT**

**HONORARIUM: TLR 3**

**START DATE: 1st September 2024**

**The Co-ordinator of Drama Productions will ensure that there are several extra-curricular opportunities each year for students to showcase and develop their talents in drama.**

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| **Responsibilities** | 1. Ensure that there is at least one school play performed each academic year. 2. Liaise with the Co-ordinator of Music Productions to ensure that there is at least one joint school production performed each year. 3. Co-ordinate all rehearsals for drama productions, and, where appropriate, work with the Co-ordinator of Music Productions in this. 4. Ensure that drama items are included in events where the school showcases itself, including Open Evening, Open Mornings and LaSWAP Open Evening. 5. Liaise with the School Chaplain and Head of R.E. to contribute drama pieces to liturgical events such as the school Advent Service, whole-school Masses and House Assemblies. 6. Work with the SLT lead for the calendar to ensure that rehearsals and performances are planned for appropriate times. 7. Ensure that all rehearsals and productions follow school policies, especially concerning Health and Safety and School Visits (which will include completing risk assessments and all Evolve documentation). 8. Co-ordinate the communication with parents of pupils involved in school plays/productions. 9. Co-ordinate the promotion of school plays/productions through the school website, family bulletin, the school’s social media presence and the local press. 10. Be responsible for choosing the repertoire of concerts/productions that reflects the Catholic ethos of the school (where appropriate) and the cultural diversity of our community. |
| **In addition to the above specific responsibilities** | **The post holder will carry out any other reasonable duties relevant to the role as directed by the Headteacher. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you**. |

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.**

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**Co-ordinator of Drama Productions Signature Date**

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**TBC Signature Date**

**Person Specification**

The person specification shows the abilities and skills necessary to carry out the duties in the job description. You should indicate clearly how you meet these requirements with examples of impact when completing the application form and supporting statement.

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| **Essential** | **Desirable** |
| **QUALIFICATIONS AND EXPERIENCE** | |
| Qualified Teacher Status or Qualified Teacher Learning and Skills Status (QTS or QTLS).  Record of excellent classroom practice  Experience of successfully teaching pupils with a wide range of learning needs.  Ability to teach across all key stages in the subject/curriculum area  Evidence of continuing programme of appropriate professional development |  |

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| **PROFESSIONAL EXPERTISE and OTHER PROFESSIONAL REQUIREMENTS** | |
| Experience of successful collaboration, mentoring and modelling good practice.  Proven ability to self-motivate, use initiative and lead proactively to produce the best outcomes for pupils.  To possess excellent listening, written and oral communication skills, make presentations and to communicate effectively with pupils, parents and colleagues  Effective administration skills which are efficient and positive  Record of participation in activities beyond own classroom designed to have impact on student progress either at subject of year/house level, such as organising extra-curricular activities or working for an examination board  **Commitment to the protection and safeguarding of children and young people** |  |
| **TEACHING AND LEARNING** | |
| The ability to create a safe and stimulating environment that contributes positively to teaching and learning.  The knowledge and skills to promote high standards of discipline and behaviour.  A proven ability in the use of information and communication technologies and of their application in management and education.  Be able to demonstrate enthusiasm and innovation in teaching practices, modelling for others when required.  Ability to write quality curriculum plans and programmes of study for the short, medium and long term.  Ability to create resources for teaching and engaging students in their learning  Good interpersonal skills  Excellent knowledge and understanding of the requirements of the *SEN code of practice 2015*  Broad knowledge of the variety of courses and syllabuses on offer within the subject area  Confident understanding of the role of assessment and AfL in securing pupil progress  Extensive knowledge on matters concerning equality, inclusion and diversity in teaching |  |

**The school is committed to recruitment for inclusion and diversity. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS check.**