

JOB DESCRIPTION

Job Title: TEACHER OF DRAMA - Maternity Cover - Part Time 0.8

Responsible to: Subject Leader for Creative Arts

Grade: MPS/UPS

Martin High School is a small secondary school which prides itself on developing the whole child as well as progressing our students academically. Drama is part of Creative Arts (Music, Art and Drama).

Drama is taught throughout Key Stage 3 and Key Stage 4 and forms a critical part of the extended curriculum. The department teaches Year 7 and 8 drama on a cycle rotation with Art and Year 9 Drama as part of a Creative Arts Pathway directly preparing pupils for GCSE Drama. At KS4, there are currently one Year 11 GCSE class and one Year 10 GCSE class.

Facilities include a dedicated Drama Studio with sound and lighting equipment; a second additional drama space for rehearsals and some KS3 lessons, and access to the hall and stage after school for shows and concerts.

At GCSE the school follows the new AQA GCSE Drama specification and students will follow this specification.

General Responsibilities

Staff should contribute to the smooth running of the school by following procedures outlined in the staff handbook.

To carry out a share of the supervisory duties in accordance with published rotas.

To be aware that all staff are responsible for the safeguarding and promoting of the welfare of children.

Responsibilities of Teachers

All teachers are members of a pastoral team responsible for either a tutor group, a year group or a Key stage.

A pastoral system is designed to create a structured, caring framework to support the learning of all students. All staff are concerned, throughout the day, with the welfare and safety of students.

It is the responsibility of tutors:

1. To be aware of and actively encourage the general welfare and progress of their tutor group.
2. To provide individual support and advice.
3. To register pupils at the start of each session in accordance with printed instructions and the school's procedure.
4. To ensure the register is maintained accurately, in accordance with the School's procedure, and arrange that it is returned to the front office as soon as possible.
5. To request and collect absence notes from students.
6. To monitor attendance and punctuality and deal, in the first instance with any problems which arise. To consult the Head of House promptly when the interests of the individual require this.
7. To accompany their form to assembly.
8. To attend tutor meetings and any other year meetings/parent meetings appropriate to this work.
9. To help establish and maintain a regular programme of homework and remind them to hand homework in as a matter of course.
10. To proof read/collate all reports and to write a general form report.
11. To provide date and information regarding the tutor group where necessary.
12. To liaise closely with the Head of House.

Responsibilities of all Teachers as Members of the Department

- To teach throughout the whole ability range at Key Stage 3 and Key Stage 4.
- To be familiar with, and actively support the aims of the department.
- To work as a member of the department team.
- Assist in the preparation of resources, materials and policies.
- Ensure that the teaching area is kept in good order and that displays are of good quality and updated regularly.
- Set/mark/record appropriate work/homework for learners.
- Maintain records of pupil attendance, teaching, pupil progress and attainment as outlined in the staff handbook and as required by department policy.
- To report on pupil progress as required.
- Liaise closely with Subject Lead for Creative Arts.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the school Teachers Pay and Conditions document
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use Directed time in accordance with the needs of the school as identified by the Executive Principal and Line Manager and have regard to the Conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post and is subject of modification or amendment at any time after consultation with the holder of the post.

Martin High School is committed to safeguarding and promoting the welfare of all young people.

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure Barring Service (DBS).

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Jan 2022