**Job Description and Person Specification**

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

**Salary:** MPS/UPS

**Contract:** Full time

**Term:** Permanent

**Responsible to:** Head of Drama

**Job description**

## Introduction

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school’s Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the School’s Stress at Work Policy and the Dignity at Work Policy.

### General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, or any subsequent legislation.

Specifically, for the year 2024/25:

**Teaching**

* English and Drama at Key Stage 3 and Key Stage 4.
* The opportunity to teach A Level English or Drama could be negotiated with the successful candidate. This is not the determining pre-requisite for the post.

**Teaching Responsibility**

See job specification below.

#### Pastoral

#### Form tutor.

#### General Responsibilities

* Take part in the school’s appraisal system.
* Enhanced DBS check.
* Strong commitment to furthering equalities in both service delivery and employment practice.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with, and be fully compliant with the school’s safeguarding policy.
* Play a full part in the life of the school community, supporting its distinctive ethos and

representing the school in a professional and positive light at all times and to all stakeholders.

* Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

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| **Post Title:** | **TEACHER OF ENGLISH AND DRAMA** |
| **Responsible to:** | Head of Drama |
| **Job Purpose:** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a teacher/form tutor. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment and achievement. * To share and support the school’s responsibility to provide and monitor opportunities for the personal and academic development of children and young people. |
| **Responsibilities:** | * Planning well-structured, relevant lessons. * Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning. * Keeping subject knowledge up to date. * Contributing to the development of schemes of work and department resources. * Contributing to preparing for changes in external examination courses. * Contributing to the implementation of new courses within the subject area. * Attending department/faculty and year team meetings. * Providing extra-curricular opportunities that are an essential part of subject provision such as drama rehearsals and productions. |
| **Teaching and Learning:** | * Carry out teaching duties in accordance with the school’s   schemes of work Liaise with colleagues to deliver units of work in a collaborative way.   * Work with teaching assistants and the Learning Support Department * Set targets for student attainment levels based on effective use of data and incorporate suitable challenge. * Set work for students absent from school (as appropriate/   necessary). |
| **Assessing and Reporting:** | * Mark and return work in accordance with departmental feedback policy. * Setting learning and achievement targets and monitoring progress towards those targets including keeping accurate records of progress. * Reviewing the attainment outcomes of students taught and assessing and quantifying impact on students’ learning of own teaching. * Writing reports for students as part of the school review cycle. * Liaise with parents and attend consultation evenings. * Work within the Code of Practice relating to Special Educational Needs. |
| **Standards and Quality**  **Assurance:** | * To assist in the effective operation of the self-evaluation and improvement cycle. * Ensure awareness of national developments relevant to subject and current best practice. * Undertaking lesson observations as part of the school’s monitoring schedule. * Promote and model good relationships with pupils, colleagues and parents. * Set a good example in terms of dress, punctuality and attendance. * Uphold the school’s behaviour code and uniform regulations. * Participate in staff training and take a lead in own professional development. * Develop links with governors, LEA link and subject advisers. * Actively seek the views of parents and learners as part of the self-evaluation process. |
| **Other requirements:** | * Acting as a form tutor and supporting the personal, social and spiritual well-being of students in every aspect of your work. * Participating in school cross-curricular days such as citizenship or enterprise awareness days. * Participation and contribution to the organisation of school visits and trips that complement learning. * Providing students’ work for classroom display. * Attendance at meetings and parents’ evenings. * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage students to follow this example. * To promote actively the school’s policies. * To continue personal development as agreed. * To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by S.T.P.C.B. not mentioned in the above.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by the school’s management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **1. Qualified**  **teacher**  **status** | 🗸 |  |
| **2. Graduate** | 🗸 |  |
| **3. Ability to teach Drama at Key Stage 3** | 🗸 |  |
| **4. Ability to teach English at**  **Key Stages 3** | 🗸 |  |
| **5. Ability to teach Drama at Key Stage 4** |  | 🗸 |
| **6. Ability to teach English at**  **Key Stage 4** |  | 🗸 |
| **7. Effective classroom teacher** | 🗸 |  |
| **8. Ability to teach**  **Drama or English at A-level** |  | 🗸 |
| **9. Willingness to support extra**  **curricular activities** |  | 🗸 |
| **10. Recent and relevant CPD** |  | 🗸 |
| **11. Enhanced DBS Check** | 🗸 |  |