

TIFFIN SCHOOL

Job Description

JOB TITLE: Teacher of Drama

MAIN PURPOSE OF JOB:

To ensure the development of pupils by teaching the curriculum with due regard to the ethos, aims and objectives of the School, and the needs of the individual pupils.

1.0 RELATIONSHIPS

- 1.1 RESPONSIBLE TO:
Head of Department
- 1.2 RESPONSIBLE FOR:
The pupils in your charge
- 1.3 IMPORTANT RELATIONSHIPS:
 - Faculty Heads
 - Heads of Year
 - Pupils
 - Other members of staff
 - Governors
 - Senior Leadership Team

2.0 SPECIFIC RESPONSIBILITIES/DUTIES OF JOB

- 2.1 CURRICULUM
Teaching Drama as specified
- 2.2 PUPILS
Tutoring your form as specified
- 2.3 OTHER
 - Implementing the School's policies and promoting the School's ethos and objectives
 - Assisting with the extra-curricular side of the School
 - Upholding the School policy with regard to child protection and safeguarding matters
 - Undertaking any other duties as may reasonably be expected

3.0 MAIN RESPONSIBILITIES/DUTIES OF JOB

Teaching

1. Teaching according to their educational needs, the pupils assigned to you, including the setting and marking of appropriate and challenging work to be carried out by the pupil in School and elsewhere.
2. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you, taking account of their prior levels of attainment, and using these to set future targets.

3. Maintaining good order and discipline among the pupils by following the School's disciplinary policy, and safeguarding their health and safety both when they are authorised to be on the School premises, and when they are engaged in authorised School activities.
4. Planning and preparing courses and lessons in line with departmental Schemes of Work
5. Advising and co-operating with other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Assessment, Recording and Reporting

1. Participating in arrangements for preparing pupils for public and internal examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
2. Assessing, recording and reporting on the development, progress and attainment of pupils in line with School policy.
3. Marking and returning work set within an agreed and reasonable time, providing appropriate feedback.
4. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
5. Maintain an accurate register of attendance and do everything possible to encourage good attendance.

Pastoral Work

1. Undertake responsibility for a form group and monitor and set targets for the social and academic progress of all pupils in the form.
2. Endeavour to build up a good relationship with the pupils in the form, so that they will look to you for support and advice.
3. Report issues of concern to the appropriate staff, and keep records as appropriate.

Personal Development

1. Reviewing from time to time your methods of teaching and programmes of work.
2. Participating in arrangements for your further training and professional development as a teacher.
3. Participating in any arrangements for the appraisal of your performance and that of other teachers.
4. Maintain a professional interest in educational initiatives relevant to the teacher's subject.

Communication

1. Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including the pastoral arrangements.
2. Communicating and consulting with the parents of pupils, and attending parents' consultations as requested.
3. Communicating and co-operating with persons or bodies outside the School.

Miscellaneous

1. Be available for cover and duties in line with School policy.
2. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School.
3. Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers.
4. Co-ordinating or managing the work of other teachers.

5. Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Particulars (the Contract of Employment).

You shall be subject to all relevant statutory requirement as detailed in the most recent STPCD.