

## **Job Description for the Post of Teacher of KS3 Drama and Extra-Curricular Coordinator**

### **Introduction**

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what teachers are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of the teaching profession means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

### **Responsible To**

To be responsible to the Head through the Subject Leader of Drama

### **Main Purpose of Job**

To assist the Subject Leader of Drama in the leadership of extra-curricular provision and to play a key role in the development of the KS3 curriculum.

### **Main Tasks**

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To lead the development of the Key Stage 3 curriculum schemes of work, resources and assessments.
3. To be responsible for the organisation and weekly provision of afterschool drama clubs.
4. To provide opportunities for Key Stage 3 students to learn about Drama outside of their timetabled lessons, including arranging educational visits, workshops and working with a range of external creative arts providers and supporting with school productions.
5. To lead on the assessment of progress in the Key Stage 3 Drama course and to implement strategies to support engagement and address underachievement.
6. To assist in the growth of the KS4 Drama cohort.
7. To assist in the deployment of resources of time, equipment and materials within the Department.
8. To undertake a teaching load and the general tasks as appropriate to all teaching staff.
9. To undertake other duties as required in line with the grade and responsibilities of the post.