

**De La Salle College**  
**Job description**

**JOB TITLE:** DRAMA SPECIALIST

**REPORTS TO:** Head of Creative Arts Department

**GRADE:** Negotiable (35 hours- Term time only)

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**1. JOB PURPOSE**

The successful candidate will deliver Theatre/Performance workshops in order to generate a love of acting and performance to help develop well-rounded and confident pupils. The successful candidate will be expected to direct performances and work with the other Creative and Performing Arts specialisms to ensure this area of College life is vibrant and exciting.

**2. PRINCIPAL ACCOUNTABILITIES**

2.1 To be responsible to the Head of Creative Arts for:

- Teaching effective drama lessons and workshops to meet the needs of all pupils and to ensure discipline and safety within the school community.
- Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials.
- Mark and maintain records of pupils work.
- Promote the general progress and welfare of pupils in classes and groups or individually as part of the school's pastoral and counselling arrangements.
- Assess and record pupils' personal and social needs, development, progress and attainment.
- Provide or contribute to oral or written assessments and report on individual pupils and groups; consult and inform parents, co-operate with outside agencies in accordance with school policies
- Contribute to and participate in corporate planning, self evaluation, INSET and professional development in assigned areas of the curriculum and pastoral arrangements, participate in related staff meetings and school events.
- Advise colleagues, co-operate with them on teaching programmes, methods, equipment and materials within assigned areas of the curriculum ensuring that appropriate administrative tasks are undertaken.
- Contribute and participate in the school's pastoral, tutorial and guidance arrangements and undertake an appropriate share of the organisation and conduct of parental consultation and staff meetings.
- Ensure the safety and good order of pupils by carrying out an appropriate share of supervisions whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
- Supervise support staff as required.

- Order and allocate appropriate equipment and materials in accordance with school policies and schemes.
- Production and Direction of school performances.
- Resource development for the Creative Arts department - particular focus on drama
- Maintaining relevant displays to support the learning and focus of the school
- To maintain the Drama studio at a level appropriate for the use of the school:

### 3. **DIMENSIONS**

#### Impact on the Organisation/Department

The postholder is a vital member of the Creative Arts department. This role enables the postholder to support the learning development of drama students within the school and support the development of Drama across the curriculum. The development of a supportive and purposeful Drama life in the College will enable the postholder to support the students with their own ambitions in acting or theatre production.

### 4. **KNOWLEDGE AND SKILL**

The postholder should show initiative and be able to work as a member of a team. There is not the requirement for the successful applicant to be a qualified teacher. However, it is essential that the postholder have acting/direction skills, coupled with experience and knowledge to deliver Theatre/Performance workshops to generate a love of acting and performance in pupils.

Other than developing drama in the curriculum, the postholder must possess the skills to direct school performances and work with the other Creative and Performing Arts specialisms to ensure this area of College life is vibrant and exciting.

The position is term time only and the postholder will be expected to continue his/her own personal involvement in Drama outside of the school day.

The postholder must be prepared to attend H & S courses as and when appropriate.

Be prepared to follow Inset programmes in respect of new guidelines or equipment being used in the drama studio or theatre, child protection, or pedagogy.

The possession of a qualification in first aid is desirable, though not essential as training will be given to gain this expertise.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties with the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify the reconsideration of the grading of the post.