



**ST MARY'S SCHOOL, GERRARDS CROSS**  
**JOB DESCRIPTON: TEACHER OF DRAMA**

All girls study Drama in Key Stage 3 and it is a popular option choice at GCSE and increasingly so at A level. A large proportion of our girls prepare and enter for LAMDA examinations, the majority of them gaining merits and distinctions and certainly with a 100% pass rate. The extra-curricular club, Spotlights Theatre, is well supported by all girls and our annual productions are a strong feature of school life. The subject sits within the Expressive Arts Faculty, encompassing Music, Art, Drama and Food, which is extremely well supported by the School and Governors.

There is currently one teacher in the department who is supported by a peripatetic LAMDA teacher. A well-resourced, dedicated drama building is available for the sole use of the department as well as the School Hall, which has a high quality lighting rig and sound system.

A number of theatre trips underpinning the girls' work in school in either English or Drama or both take place throughout the school year and it would be an advantage if the successful candidate would undertake the organisation of such visits. There was a very successful Expressive Arts trip to New York last year and there will be another trip in October 2020 to Venice, Italy, organized by the Head of Faculty.

The appointment of a new Teacher of Drama is an opportunity for an enthusiastic and able graduate. The successful candidate should have stamina, good humour and demonstrate strong organizational skills. Very good ICT skills are a normal expectation. All members of staff are expected to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. Staff play a crucial part in the marketing of the school and attend all open day events, as well as our annual evening Carol Service and Saturday morning Prize Giving in July. Staff participation in the co-curricular life of the school is a requirement, developing relationships with students and their parents and ensuring a breadth of opportunities for our girls.

**1. ADMINISTRATION**

- To provide for each year group, appropriate programmes of study based on the published specifications and to ensure that they are followed appropriately
- To provide appropriate resources for the department and by liaising with the Bursar over funding, ensure that expenditure stays within the limits of the budget
- To organise extra-curricular visits as required
- To oversee the setting of internal examinations and topic tests meeting deadlines set by the Assistant Head
- To oversee the writing of reports and assessments, checking reports are appropriately written and ensuring that the quality is maintained and deadlines met

- To liaise with the Examination Officer in the entering of candidates for external examinations
- To keep records showing grades achieved in mock and public exams
- To control textbooks and equipment in the possession of the department and, within the limits of the budget, to ensure that they are replaced when necessary
- To attend regular Faculty meetings in order to discuss pupils' progress, any common problems and other departmental issues and to share good practice.

## 2. PASTORAL SYSTEM

- To act as a Form Tutor if required and to carry out the duties associated with the role
- To ensure the Behaviour Management system is implemented so that effective learning can take place