



## **St Mary's School – Gerrards Cross LAMDA Teacher – Job Description**

St Mary's School is a special place to work, where staff are valued and supported. The students are a joy to teach and make excellent progress. It is a positive environment, which is fostered and nurtured by the whole community, who strive to make the school the best it can be.

### **Main Duties**

- The main duty of the applicant is to provide extra support for the Drama Department in the teaching of private speech and drama classes. These classes are very popular and the numbers of girls requesting LAMDA tuition has increased greatly in recent years.
- The successful candidate may also be requested to support the numerous activities of the Drama Department (for example, being responsible for running an after-school drama club).
- Completing any assessments, record cards and reports needed by the Head of Department, Tutor or other staff. Meeting the deadlines set for such work.
- Noting individual pupils' needs both academically and socially and communicating with the staff responsible.
- Monitoring and reporting to the Head of Department, Tutor or other staff, the progress of pupils.
- Periodically reviewing your teaching methods; keeping your own knowledge of your subject expertise up-to-date; participant in any necessary Safeguarding training
- Taking responsibility for the welfare and safety of your pupils. Maintaining discipline in accordance with the rules and disciplinary systems of the school, and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff. Taking care to see that any room in which you teach is well ordered.
- Write annual pupil reports.
- There will also be a requirement to fulfil any other duties as reasonably requested by your Head of Department and the Headmistress.
- To be able to construct a termly timetable where pupils have their lesson on a rotation basis.

## Essential requirements

- Excellent subject knowledge.
- Excellent communication skills with pupils, parents and staff.
- Excellent practical skills.
- Must be enthusiastic and able to motivate and inspire pupils.
- Good ICT skills.
- Sustained approach to working to deadlines.

## Desirable requirements

- A degree in Drama or a qualification appropriate for the teaching of LAMDA.
- Up to date knowledge of health and safety issues.
- Ability to prepare risk assessments for practical activities.

## Outline Pay and Conditions

The current fees are £170 for 10 lessons of 30 minutes per term, with a slight cost increase at the start of the academic year due to the longer length of the Michaelmas term. There is a small 'hall hire' fee made payable to the School on a per pupil per term.

## The application process

All applications should be submitted on a school application form, with a covering letter to [headspa@st-marys.bucks.sch.uk](mailto:headspa@st-marys.bucks.sch.uk) **The deadline for applications is Friday 28<sup>th</sup> May at 12 noon.**

St Mary's School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Criminal Records Bureau. St Mary's School is an equal opportunities employer.