

JOB DESCRIPTION

Curriculum Lead for Drama, Prep

LINE MANAGER: Director of Performing Arts

Summary of the role:

The Curriculum Lead for Drama, Prep leads the delivery of high-quality teaching to pupils within the Prep School (up to KS2), and senior school (up to KS3) enabling pupils to experience and participate in a range of Drama opportunities both within and beyond the curriculum. To be a passionate teacher of Drama with a keen interest in curriculum and classroom improvement and development at a whole school level.

Main duties:

- To contribute to the review development and management of the Drama Department from EYFS to KS2 and to support with the development in KS3. To develop a comprehensive and engaging Drama curriculum for pupils across the Prep School which allows them to develop a strong foundation in the key skills of Drama.
- To innovate and inspire all pupils to be creative in their performances.
- To arrange co-curricular opportunities for children in line with the co-curricular program across the Prep School and KS3/4.
- To provide enrichment opportunities for those children who have a passion for Drama across the Prep School and KS3/4.
- To be responsible for the organisation of the Prep production schedule throughout the school each year
 - Pre-School and Reception Nativity
 - Christmas related performance at a whole school level
 - Year 1 & Year 2 Nativity
 - Year 3 & 4 production at the end of the Spring Term
 - Year 5 & 6 production at the end of the Summer Term
- To be responsible for the selection of age-appropriate productions and the distribution of scripts to the children in a timely manner.
- To cast the roles for all productions in consultation with the class teachers.
- To organise time within the Drama curriculum for rehearsals to take place and for children to be confident in their roles prior to productions.
- To collaborate with other members of the Performing Arts team for productions
- To oversee the set design and location for all productions, ensuring that the aesthetic look for all productions is of the highest quality.
- To be responsible for the distribution of costumes and props to children ready for productions.
- To oversee the up-keep, maintenance and storage of costumes and props, ensuring that they are kept in good condition.
- To ensure that the Drama cupboard is always tidy and in a respectable condition.

Subject Teacher Responsibilities:

- To continually update the Drama curriculum for Prep in line with the expectations of the Director of Performing Arts.
- To oversee and organise the resources for each group of students you teach within the financial parameters of the Department.
- To deliver teaching of a high standard.
- To maintain outcomes of achievement from students taught.
- To maintain standards of discipline in line with Radnor House Sevenoaks policies.
- To maintain an attractive and well-ordered classroom.
- To complete all student assessment requirements, including the regular marking of homework and coursework as appropriate.
- To develop a continual updating of knowledge and understanding of the Drama curriculum for Prep through to KS3 through personal reading, research and training.
- To attend required meetings with colleagues and parents relative to duties outlined in this job description and in line with our published schedule.
- To participate in School Evaluation and INSET in the following areas of the curriculum:-
 - i. **Drama**
 - ii. **Pastoral including Child Protection**
- To contribute to the construction of an annual Departmental Plan as required.
- To advise the Director of Performing Arts on resources required to enable effective teaching of Drama for Prep.

Safeguarding Responsibilities and Level of Regulated Activity

- To promote and safeguard the welfare of children and young persons in the school
- To be responsible for teaching, training, instructing, caring for or supervising children in school for the purposes of their education

Pastoral Responsibilities:

- Take a full part in the pastoral arrangements of Radnor House Sevenoaks including attendance at Assemblies
- For the right candidate there may be the option of taking on House leadership responsibilities within the Prep School house system.

Other considerations:

- To work in accordance with the role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks
- To contribute to the co-curricular life of Radnor House Sevenoaks
- To assist or lead in the organisation and management of Performing Arts related events and co-curricular activities
- To undertake such other duties as the Head or Senior Leadership Team may reasonably request
- To continue the roles outlined in this job description to the highest level

PERSON SPECIFICATION

Qualifications:

- A Degree in Drama or equivalent subject
- Qualified Teacher Status - a Post Graduate Certificate in Education (PGCE) is preferable
- Qualified to teach Drama up to KS3

Experience:

- A proven track record of achieving excellent results
- Demonstrates successful teaching of Drama to Prep and Senior school pupils
- Experience of leading productions and performances
- Evidence of promoting the subject through competitions and extra-curricular activities

Skills and Knowledge:

- Knowledge and understanding of the Drama curriculum in KS3 and above and a comprehensive vision of how this could be translated into a curriculum for pupils in KS2, KS1 and EYFS
- Knowledge and understanding of effective approaches to teaching and learning
- Demonstrates how to make learning accessible and enjoyable for all pupils
- A willingness to contribute to the School's ethos
- Demonstrates enthusiasm for performing arts and a passion for education
- Excellent interpersonal skills and evidence of working collaboratively
- An ability to generate self confidence in pupils
- Manages time demands, ensure deadlines are met and can work effectively under pressure
- Ambition and a drive to succeed to help the School achieve ambitious development plans for the Performing Arts department
- Evidence of commitment to improving skills through continuous professional development and training

The above statement of Responsibilities is agreed to be an accurate job description