



Job Description – Visiting Teacher of Speech and Drama/LAMDA

Aim: To teach your subject in an interesting and challenging manner, enabling each pupil to realise her potential. To stimulate and foster enthusiasm for the subject within the school, and to support the School's core values.

Reports to: Head of Drama and ultimately to the Headmistress.

Key Areas of Responsibility

1. Pupils and Teaching

- Provide the Head of Drama with a termly copy of the timetable and an accompanying lesson list.
- Organise a timetable of lesson schedules, adhering to the School policy (eg. rescheduling lessons during examination periods etc.).
- Carry out administrative procedures of the Department (eg. if a pupil is missing from a lesson, inform the School Office immediately so that appropriate checks can be carried out; keep a detailed attendance record of each pupil, which should be kept for at least a term after the end of the academic year).
- Prepare appropriate pupils for Trinity or LAMDA examinations. It is the visiting drama teacher's responsibility to ensure that the entry sheets are appropriately filled out and returned to the Head of Drama by the stipulated deadline.
- Encourage pupils to take the available opportunities to develop all aspects of their theatrical skills, eg. costume, design, etc.
- Assess, record and report as required on the development, progress and attainment of pupils. (Reporting is required termly for parents.)
- Prepare and teach lessons in accordance with the department's schemes of work.
- Ensure lesson planning and delivery differentiate between pupils of different ability, challenge the most able pupils, and encourage independent thinking.
- Ensure that appropriate provision is made in the planning and delivery of lessons for pupils with Special Educational Needs.
- Ensure that ICT facilities are used appropriately in teaching.
- Promote the general progress and wellbeing of every pupil.
- Purchase script for pupils as appropriate.
- Attend parents' meetings once a year for each year group.
- Act in the professional manner of a school teacher, maintaining good order and discipline among pupils and safeguarding their health and safety, both when they are on the school's premises and when they are engaged in authorised school activities elsewhere.

2. Departmental Support

- Keep efficient records.
- Maintain resources in good order.
- Provide schemes of work as requested by the Head of Department.
- Keep abreast of developments in your subject.

- Attend department meetings (if possible); support departmental initiatives and responsibilities (eg. productions), if possible.

3. Wider School Responsibilities

- Attend INSET training and other professional development courses, as required or requested.
- Follow the School's Health and Safety policy.
- Make and maintain good relationships with other schools and professional associations.
- Share in the responsibility of maintaining discipline and high standards of courtesy and appearance among the pupils, while promoting their welfare, safety and happiness.
- Participate in any appraisal scheme as required by the Headmistress.

Please refer to the Visiting Staff Handbook for further details. All School Policies are published on MyWycombe.

Person Specification

- A good degree in the relevant subject
- Excellent subject knowledge
- A teaching qualification is desirable although we are happy to consider good graduates who are committed to teaching and boarding life
- The ability to stimulate and foster enthusiasm for Speech and Drama at a high level, whilst encouraging all pupils to achieve their very best
- An understanding of the importance of monitoring, assessing and reporting on pupil progress, encouraging pupils to take responsibility for their learning
- A willingness to contribute to the wider objectives of the department through sharing resources, contributing to schemes of work and organising and attending department events
- The highest level of communication skills for dealing with pupils, parents and staff
- The ability to build a positive and collaborative rapport with pupils and staff alike
- An appreciation of the aims and ethos of Wycombe Abbey.

Special conditions

- Appointment is subject to an enhanced Disclosure & Barring check.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.