



ROYAL  
BALLET  
SCHOOL

## LEAD TEACHER – DRAMA (0.7 FTE APPROX.)

### OVERALL PURPOSE OF THE POST

To lead the Drama department (KS3 and KS4) and to be an integral member of the wider academic team, as both a teacher and academic tutor. To deliver inspirational learning that motivates young people to achieve their very best, and promote the subject within the school to encourage, as far as possible, uptake at KS4.

### SUMMARY OF THE ROLE

This role is responsible for the successful running of the department (KS3 and KS4) with, currently, no line-management responsibility. The post holder is required to play a full and active role in the broader life of the School, pastorally and artistically and events such as weekend activities.

All new academic staff, who are non-residential, are required to commit to one evening duty every two school weeks in one of the boarding houses by arrangement with the Assistant Principal (Pastoral & Welfare).

### CONTRACT TERMS

Salary	In line with the UK teacher's' main scale with consideration of knowledge, skills and experience.
Hours	0.7 FTE (approx.). This is a part-time post based on a normal working week of Monday to Friday throughout term time. The school will try to accommodate all teaching into 4 days each week, but cannot guarantee this in any particular year. There are no academic lessons on Saturdays however all staff are expected to undertake weekend activities in line with the details below and applicants should be aware that there are a number of parents' meetings and other formal school events at the weekend.
Location	White Lodge, Richmond Park
Line Managed by	Academic & Pastoral Principal via the Senior Teacher at either site

## SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

## MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

### ROLE PURPOSE

- To be responsible for the successful running of the department.
- To teach Key Stages 3 & 4 in line with the prevailing curriculum offer.
- To contribute to the highest academic standards at The Royal Ballet School.
- Support the aims and ethos of the School.

Lead teachers are expected to fulfil the requirements of a teacher and Academic Tutor at The Royal Ballet School. In addition, they are responsible for the overall leadership of their department as follows:

### CURRICULUM

- Producing an annual Departmental (Curriculum) Review and Handbook in line with the School's objectives.
- Selecting appropriate specifications (where relevant) and devising, producing and updating Schemes of Work for these.
- Promoting and monitoring student progress.
- Ensuring appropriate preparation for public (external) and/or internal examinations.
- Providing up to date information on the subject for the School's website, and for current and prospective parents.
- Ensuring that subject provision is in line with current best-practice and developments in the subject.

## MANAGEMENT (OF SELF)

- Ensuring high teaching and learning standards are maintained.
- Ensuring the quality of departmental reporting and assessment is in line with School policy.
- Undertake relevant CPD and peer observation internally and externally.
- Communicating with parents as needed including the handling of departmental/curriculum concerns.

## ADMINISTRATION

- Managing the curriculum/departmental budget.
- Ensuring appropriate resources to support delivery of the subject.
- Ensuring that classroom noticeboards have relevant and current displays.
- Ensuring all examination records and entries are accurate and timely.
- Maintaining good general administrative 'housekeeping'.

## TEACHING

Teachers are encouraged to take a full and active part in the life of the School departmentally, pastorally and artistically. This would include attendance at all significant school events, functions and performances, parents' meetings, Inset (approximately 6 days each year), and so on.

The expectations below are all assumed to be in line with relevant School and departmental policies.

- Planning & preparing lessons with due regard for the need for differentiation.
- Setting and marking work and recording marks as required.
- Promoting, monitoring and encouraging student progress.
- Maintaining good order and discipline in line with the School's Behaviour Policy.
- Producing accurate, timely reports as required.
- Preparing students for public (external) and internal examinations.
- Attending staff, academic and progress meetings and assemblies.
- Contributing to departmental activities such as displays, trips, curriculum resources, Schemes of Work and so on.

## TUTORING

All teaching staff are expected to act as an Academic Tutor which includes:

- Being the prime point of contact for all academic matters.
- Monitoring and supporting academic attainment and effort.
- Meeting regularly with tutees to set and review targets on a half-termly basis.
- Reporting on academic progress at Progress and other relevant meetings.
- Liaising with house and artistic staff over academic progress as needed.
- Writing reports as required by the Reporting & Assessment Policy.
- Proof-reading reports for all tutees' reports.
- Proactively communicating with parents on academic matters.
- Delivering PSHE/RSE as per timetable during tutor sessions and assemblies.

## GENERAL

- Contribute to School House events.
- Undertake student supervision as needed, including on school trips.
- Provide cover as needed.
- Registering students.
- Communicating with parents as needed.
- To undertake prep/boarding duties approximately once every two weeks.
- To contribute to the weekend activities' programme approximately twice per term.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Well-qualified Drama/English (or closely related subject) teacher.
- A recognised teaching qualification.
- Good degree in Drama/English (or closely related subject).
- Strong communication skills and able to develop effective relationships with young people, their parents and colleagues.
- Capable of maintaining correct professional etiquette and courtesy with students, parents and colleagues.
- The flexibility and proactivity of approach needed to contribute effectively to the running of a small school.
- Excellent IT skills with experience in using Microsoft Office programs and interactive teaching applications, (e.g. MTeams)
- The commitment to teaching in an all-ability environment where differentiation is key.
- The desire to motivate excellent achievement for students requiring SEN/EAL support.
- The passion and dedication to set the highest standards for all the young people you teach.
- Empathy with the aims and ethos of the School.
- Own transport (the school is not on any public transport network).

### DESIRABLE CRITERIA

- A desire to be involved in boarding
- Experience of teaching with SMART boards and other digital technologies

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.