Job Description
Role: Prep Music & Drama Teacher

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

Location:	
Accountable to:	Prep Teachers are directly responsible to and supervised by the Head of Prep, however they may also receive instructions from the Deputy Head of Prep, and the Head of the College, who are responsible for the leadership and management of the College and report to the Board of Governors.
Responsible for:	Teaching Music & Drama within the Prep School

Overall Purpose of the Job

The Prep Drama & Music Teacher's primary purpose is to teach Music & Drama to Prep pupils from Nursery to Year 6, and to work as part of a team to help achieve the overall aims of the College.

Main Duties and Responsibilities

- Preparation for and teaching of lessons, setting homework and marking pupils' work, where appropriate so that the Prep curriculum is taught to a high level, upholding the College academic standards, practice and aims.
- Assessing work formally and informally and liaising with the Deputy Head of Prep and Head of Prep to promote pupils' progress.
- Leading the rehearsals and timetable for the Prep drama performances and music concerts.
- Liaising with parents to ensure that details of rehearsals and performances are readily shared.
- Organising and running drama performances and music concerts, to include booking facilities, liaising with the Catering Manager and completing risk assessments.
- Maintaining the Prep School's excellent reputation for teaching and learning.
- Taking responsibility for the welfare and safety of pupils, in line with and supporting statutory and college regulations.
- Ensuring that good discipline and levels of courtesy/appearance among pupils are maintained so that they can fully contribute towards the best operation and representation of the College.
- Assisting with good order of the teaching room so that it remains a safe and stimulating environment for learning, so that the College aims are achieved.
- Attending Parents' Evenings and other College occasions such as: Open Days and Assemblies.

- Assisting with cover to help maintain the continued operation of the College.

- Keeping up to date with subject knowledge and expertise and showing engagement with performance management and professional development in order to contribute towards the College performance and capacity.

- Providing some general class teaching in line with the National Primary Curriculum.

Other Duties

You may be asked to perform other duties as required and to be part of the Prep duty supervision rota.

Staff may be required to contribute to the broader programme of extra-curricular activities (such as the Prep choir and orchestra).

General

Owing to the presence of pupils in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place.

Person Specification
Role:

Essential	Desirable
Education: • Proficient knowledge and understanding of how to read and teach music notation.	**Education:** • Evidence of continuous INSET and commitment to further professional development • Qualified Teacher Status
Skills: • Good English skills • Effective communication skills • Effective ICT skills • Excellent time management and organisational skills • The ability to work within a team to contribute to the department • Create a happy, challenging and effective learning environment.	**Skills:** • Ability to accompany performances e.g. playing the piano or alternative instrument. • Secure Maths skills
Experience: • Leading school productions across different age groups • Running a school choir and other musical groups	**Experience:** • Proven experience across the whole primary age range • Experience within an independent school setting • Experience of leading performances and shows with the associated rehearsals
Knowledge: • Good professional understanding and subject knowledge • Secure understanding of safeguarding and child protection • Understanding of issues surrounding confidentiality and data protection • Good understanding of professional boundaries • Demonstration of a belief in and the ability to work within the College ethos and principles	**Knowledge:** • Health and Safety training • GDPR training
Other: • Evidence of ability to enthuse young children with teaching methods • Enthusiasm and passion for your subject.	**Other:** • Understanding of educational organisations