



Job Description

LAMDA Teacher

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed regularly as part of the Performance Review Process.

Responsible to: Head of Drama and Assistant Head – Extra-Curricular Activities and Adventure

Main duties and responsibilities

- Provide support to the School in the teaching of private Speech and Drama lessons
- Undertake 30-minute lessons to individuals and pairs of pupils of all ages and varying ability levels
- Organise a weekly timetable taking into account the necessary rotation
- Tailor a programme of lessons to suit the needs of students ie, public speaking, acting, verse speaking
- Periodically review teaching methods; keeping your own knowledge of subject expertise up-to-date participating in arrangements for further training and professional development
- Communicate effectively with parents and other staff
- Systematically record pupil attendance and use to ensure pupils receive the correct number of lessons. Report missed lessons to Form Tutors and/or parents.
- Accurately follow the LAMDA syllabus in order for pupils to achieve excellent results in LAMDA examinations
- Assist in the supervision of the LAMDA examinations
- Write bi-annual reports on pupils in accordance with the school reporting schedule and style guide
- Submit charging details to the Bursary towards the end of each term
- Take full responsibility for the welfare and safety of all pupils; maintaining discipline in accordance with rules and systems of the school
- Such other duties associated with the above tasks as may be reasonably required
- Liaising with Head of Drama and Assistant Head – Extra-Curricular Activities and Adventure, as required

Person Specification

LAMDA Teacher

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Good Honours degree in a relevant subject • Good general standard of education • A Level / GCSEs 	<ul style="list-style-type: none"> • Experience and familiarity with LAMDA syllabuses and examinations • Record of continued professional development
Experience	
<ul style="list-style-type: none"> • A proven track record of excellent teaching ability • High personal and professional standards • Excellent pastoral skills and instinct • The ability to encourage and enthuse others • Understanding of the need to communicate with all stakeholders 	<ul style="list-style-type: none"> • Work well in a team
Skills	
<ul style="list-style-type: none"> • Excellent teaching skills • Excellent rapport with pupils • Dynamic character • Excellent communication and inter-personal skills • Ability to use a range of teaching strategies to enthuse the full range of abilities • Inspire others 	<ul style="list-style-type: none"> • Leadership skills/role model
School Ethos	
<ul style="list-style-type: none"> • Capacity to work well with others both within the school as a whole • Fully supportive of the aims & ethos of the school • Commitment to the school's aims of raising the bar and working to encourage students beyond their potential • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education 	<ul style="list-style-type: none"> • Ability to support the vision for high quality education which promotes spiritual, moral, social and cultural development

Personal Attributes	
<ul style="list-style-type: none"> • Highly motivated • Ability to work unsupervised • Ability to deal with unpredictable situations • Tact and discretion • Energetic • Ability to listen • Able to maintain confidentiality when required • Willingness to participate in the wider life of a busy boarding school • Excellent organisational skills • Excellent time-management • Support and promote the School's aims and ethos • Excellent punctuality and attendance • Smart appearance • Flexible and adaptable to change 	
Safeguarding	
<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety 	<ul style="list-style-type: none"> • Knowledge of child protection procedures