

Job Description



Job Title: LAMDA Teacher/Drama Practitioner

Department: Drama

Business Unit: Senior School

Line Manager: Head of Drama

Job Purpose:

To work closely with current Drama department colleagues to teach and deliver a high-quality LAMDA (London Academy of Music and Dramatic Arts) curriculum in preparation for LAMDA examinations.

To contribute to the overall work of the department and its extra curricular programme as arranged by the Head of Drama.

Main Responsibilities:

1	Teaching individual pupils <ul style="list-style-type: none"> To teach individual LAMDA pupils on a 1-1 basis and in small groups according to their age and stage at grades 1 -8 in Acting, Public Speaking or Prose and Verse. To devise an interesting, challenging and robust curriculum in which pupils thrive, learn and develop skills in text analysis, voice elements, movement and presentation. To engage with the Head of Drama and the Music School PA to create a suitable weekly/yearly timetable that considers pupils' academic timetable and other school commitments. To communicate and share TT with the Drama team and the wider administration of the College, such as Curriculum Support, SSLT, Guidance and Careers. To create excellent and highly engaging LAMDA lessons, which are stimulating and fit for age and stage To assess, monitor, track and report on pupils' development via written and verbal feedback as instructed by the Head of Drama To arrange examination days and paperwork via the Music School PA and LAMDA, with an understanding of the needs of the pupils and the department 	60%
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2	Assisting in the Drama Department <ul style="list-style-type: none"> To work closely with the Drama Department staff on the extra curricular programme of the school, such as leading crews, working with individual pupils, covering rehearsals and contributing to the overall work of the department 	20%
3	Maintaining LAMDA texts/pieces and other resources belonging to the school <ul style="list-style-type: none"> To assist the Drama Technician with the cataloguing and maintenance of the department's stock of texts and other resources To suggest the best and most suitable online resources, such as playtexts and video materials 	5%
4	Professional Development <ul style="list-style-type: none"> To undertake in-service training and professional development, including annual review, as appropriate To ensure that they are abreast of LAMDA syllabi updates and reviews To have a working understanding of grades 1- 8 and the marking criteria for each To have a strong understanding of the LAMDA processes and procedures, including those of extenuating circumstances and support for learners 	5%
5	Other Duties <ul style="list-style-type: none"> To undertake other tasks as may be reasonably requested by the Head of Drama 	10%
Key Contacts and Working Relationships:		
<p>Parents/carers of the pupils on the individual teaching list</p> <p>Working with the Head of Drama to ensure that all pupils are appropriately presented at the right level.</p> <p>Liaising with other Drama staff to support the work of their pupils</p> <p>Working closely with the Music School PA to ensure streamlined and efficient timetabling</p> <p>Working collaboratively with other colleagues from other departments such as AV staff, Estates, Marketing and Communications, Events, Janitors and Music</p> <p>LAMDA employees - this role will be the key contact with LAMDA for GWC and the pupils the School is presenting for exams</p>		
Planning and Organising:		
<p>Planning a robust generic curriculum for each level of study and creating individual and differentiated lessons for each pupil taught</p> <p>Planning differentiated lessons for pupils with specific learning needs, based on the data in</p>		

<p>the school's MIS</p> <p>Planning and amending timetables throughout the year to suit the needs of the pupils and/or Drama Department</p> <p>Planning a suitable timetable and exam schedule for LAMDA exams</p> <p>Research suitable texts for presentation based on the pupils' age and stage [from LAMDA syllabi]</p> <p>Organising feedback to pupils in a constructive manner</p> <p>Preparing and assessing rehearsal paperwork for school shows and events</p>
Problem Solving and Decision Making:
<p>Proactively reviewing and deciding on appropriate ways of organising rehearsals and lessons in conjunction with the Drama staff and admin.</p> <p>Using their professional judgment and extensive LAMDA/Drama knowledge the role holder will make decisions about the entry of a pupil for a particular examination, or advising on candidates suitable for in-house performances/roles/casting and presentations.</p> <p>Assisting with timetabling of LAMDA examinations</p>
Resources and Requirements:
<p>No line management or budgetary responsibility</p>
Knowledge, Skills and Experience:
<p>Essential:</p> <p>Graduate degree level or diploma qualification in drama/performing arts from a university, college or conservatoire</p> <p>Previous experience presenting pupils for LAMDA examinations</p> <p>An excellent understanding of text-based performance</p> <p>A wide repertoire of previous presentations of classical and contemporary texts</p> <p>Full understanding of the requirements of LAMDA syllabi and accompanying paperwork</p> <p>Excellent organisational and planning skills</p> <p>A strong and robust sense of Drama pedagogy</p> <p>Proficient in computer skills, such as Gmail and Microsoft</p>
<p>Desirable:</p> <p>Strong understanding of theatre arts</p> <p>Previous performance experience</p>