



POSITION DESCRIPTION

DRAMA

OBJECTIVE:

- Work within the mission and goals of Shelford to ensure that all students have every opportunity to develop their interests, skills and talents in the Faculty of Visual and Performing Arts and to achieve the highest levels of learning.

RESPONSIBILITIES:

Teaching and Learning:

- to inspire students to learn
- to develop positive working relationships with the students within the class/es that are both robust and supportive
- to foster independent learning and the experience of achievement
- to manage classroom behaviour in such a manner that the learning of all is enhanced
- to allow for individual differences and different learning styles
- that the teaching and learning in the classroom engages and utilizes available technologies
- to liaise with the Director of Performing Arts to ensure that the program is rich, relevant and caters for all students
- to develop a variety of effective teaching strategies to successfully implement the curriculum
- provide leadership and direction in the teaching of Drama throughout the School and especially in the Middle School program

Professional Engagement:

- to provide a positive role model to enhance interaction in the learning environment
- to act responsibly in the use of school equipment including learning resources and ICT equipment, and abide by the School's Internet use policies.
- in conjunction with Faculty Heads to evaluate, renew and rewrite curriculum programs
- to evaluate the effectiveness of teaching
- to undertake both organized and personal professional development and to report as directed by the Head of School
- to supervise student teachers and actively participate in their learning
- to build and maintain positive ongoing relationship with students and colleagues
- to engage energetically in the development and extension of the Drama teaching repertoire

Assessment and Reporting:

- to use assessment and reporting strategies that complement and support the learning process
- to maintain accurate and comprehensive records of student progress and achievement
- to provide feedback to the student on performance in a way that builds confidence and encourages continued effort
- to provide timely and meaningful feedback on student performance to the student and parents or guardians

Duties:

- to empower students with strong public presentation skills eg performances in Assemblies, Concerts, Drama events, House Performing Arts, Senior School Musicals, Presentation Evening (a sample of the Senior School Musical rehearsal schedule is attached)
- to contribute to the School's co-curricular program and participate in activities such as parent/teacher meetings, staff meetings, learning area meetings, House meetings, Chapel, camps and excursions.
- to participate in the Pastoral Care program and Home Groups as directed
- to create a caring and secure environment for all of the students
- to be responsible for the continued academic and personal development of each child.
- to organize, store and use resources
- report to the Director of Performing Arts as required when concerns exist regarding student learning and pastoral issues
- liaise with parents on student's social and academic progress
- participate in parent/teacher interviews
- to assist the Director of Performing Arts with special programs and events related to the Faculty area
- conduct roll calls and keep accurate records in accordance with the VCAA and VIT requirements and regulations
- complies with curriculum guidelines of the VCAA and strategic curriculum directions established by the School
- to promote Shelford in educational and community forums
- maintain VIT registration
- assist in maintaining the Drama Department material and physical resources
- to teach as directed by the Principal

ACCOUNTABILITY:

- to the Director of Curriculum, Director of Performing Arts regarding curriculum
- to Level Directors regarding the individual student's progress and development
- to the Vice-Principal regarding classroom management.