



Teacher of Drama (Part-time)

Job Description and Person Specification

Co-educational Independent Preparatory School · Boarding · 3 - 13 years

ROLE OVERVIEW

The Teacher of Drama will be a skilled practitioner with high level drama teaching, demonstrating excellent planning, teaching and assessment skills. They will have high expectations, excellent classroom management, engaging and inclusive practise in order to motivate, encourage and inspire pupils.

PRINCIPAL ACCOUNTABILITIES

Reporting to the Deputy Head (Teaching and Learning), the postholder's key responsibilities will include:

- To plan and deliver high quality and inspiring Drama teaching in line with our ambitious curriculum.
- To prepare scholarship candidates for internal and external awards.
- To provide appropriate opportunities for stretch and challenge as part of the scholarship programme.
- To plan and deliver inclusive and engaging provision for all students.
- To prepare pupils thoroughly for a range of performances.
- To lead and take responsibility for school productions and fulfil associated performance requirements.
- To assist with additional Performing Arts events, following department health and safety procedures at all times.
- To monitor, assess and report on pupils' progress in Performing Arts.
- To teach in accordance with timetable requirements, currently two days per week.
- To deliver Drama as an extra-curricular activity after school and on Saturday mornings for half of each term (term-time only).
- To contribute to the promotion of the department by writing content for social media and other communications to parents and the wider community.
- To attend relevant parents' evenings, meetings and school events.
- To plan and implement an effective curriculum aligned with the school's educational aims.
- To keep abreast of academic and pedagogical developments within Drama and the Performing Arts.
- To respond to requests for feedback from colleagues, SENCo and parents.
- To plan activities and events within agreed budgets.
- To Communicate effectively with parents, both individually and collectively.
- To work collaboratively with colleagues in other creative and performance subjects on cross-curricular and co-curricular projects.

PERSON SPECIFICATION

- To have natural and authentic communication skills, whether on stage, at internal and external events or in informal settings.

- The postholder will have good attention to detail and a commitment to quality, working effectively to deadlines.
- To demonstrate a collegiate and empathetic approach.
- To be open and receptive to new ideas and approaches.
- To be energetic, enthusiastic, compassionate and be able to inspire.
- To demonstrate diplomacy with the ability to act decisively.
- To be sensitive to the aims of independent education and the changing educational landscape.
- To lead by example and command the respect of staff, parents and pupils.

TEACHING AND LEARNING

- To carry out and uphold the Teachers' Standards applicable to the role.
- To set targets for raising achievement for all pupils.
- To develop and understanding of individual learning needs and the importance of raising achievement for all pupils.
- To support systems for identifying, assessing and implementing individual learning programmes for pupils.

RECORDING, ASSESSMENT AND REPORTING

- To be responsible for assessing, recording and reporting on the development, progress and attainment of pupils.
- To collect, analyse and interpret assessment data to inform teaching and learning.
- To ensure pupil progress and standards are monitored and assessment information scrutinised to identify strengths and areas for development.
- To ensure consistency in attainment and expectations through regular moderation activities.
- To participate in work scrutiny as directed.
- To update the Senior Management Team on the effectiveness of provision using school, local and national assessment data.
- To attend consultation and parents' evenings and keep parents informed about their child's progress.

PROFESSIONAL DEVELOPMENT

- To engage actively with the School's Professional Development Programme.
- To participate in lesson observations when required.
- To attend INSET days and professional courses as requested.

GENERAL RESPONSIBILITIES

- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- To maintain high professional standards of attendance, punctuality and appearance and to conduct positive, courteous relations with pupils, parents and colleagues.
- To undertake such other duties relevant to the role and needs of the School as may arise.

SAFEGUARDING

- All staff are required to adhere to the School's Child Protection Policy at all times.
- Any concerns regarding the safety or welfare of a child must be reported immediately to the School's Designated Safeguarding Lead.

ADDITIONAL INFORMATION

Start Date: 1 September 2026 – A January 2027 start may be possible for an exceptional candidate.

Timetable: To be confirmed, but likely Tuesday and Thursday 8:00am to 5:00pm, with up to half a term each term of Saturday morning sessions (9:30am to 12:00pm).

Salary: Salary will be commensurate with experience and set in line with the Prestfelde Teachers' Pay Scale. The school also supports teachers through an employer's contribution towards their pension.

There is a potential for a TLR should the successful candidate be suitable to undertake departmental leadership responsibilities.

APPLICATION DETAILS

Closing date: Wednesday 6 May 2026 (9:00am)

Interviews: Week commencing 11 May 2026

Prestfelde School reserves the right to interview and appoint prior to the closing date.

AGREEMENT

This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

POST HOLDER'S NAME:	
POST HOLDER'S SIGNATURE:	
DATE AGREED:	

MANAGER'S NAME:	
MANAGER'S SIGNATURE:	
DATE CONFIRMED:	