



JOB DESCRIPTION FOR BTEC PERFORMING ARTS ACTING TEACHER

JOB TITLE	BTEC Performing Arts Acting teacher
SALARY	The salary is between £26000 and £30000 depending on experience.
NATURE OF POST	Full-time from 1 st September 2019
IMMEDIATELY RESPONSIBLE TO	Pathway Leader for BTEC Acting

INTRODUCTION TO THE SCHOOL

We are committed to fully developing the academic, vocational and personal potential of our pupils and we strive to ensure that our curriculum is modelled on current best practice. Our pupils and staff relish challenges and work tirelessly to achieve the very highest standards. Small class sizes and a staff of well-qualified, specialist teachers and practitioners underpin the excellent approach to the process of learning at all stages.

The school has a long history of success – with its pupils going on to study at LAMDA, ArtsEd, Rambert, RADA, The Royal Academy of Music, The National Film and Television School, NYU and other prestigious institutions. The Arts Educational Schools London is not a 'stage school'; it has always prided itself on producing a first class education in which the performing arts play a central role. Our emphasis is on teaching the whole person, not merely the fostering of professional talent.

The BTEC Department has achieved outstanding success over the past six years, establishing itself as the most successful BTEC in Performing Arts in the UK, and seeing high levels of students' progress onto major conservatoires for HE specialist training.

THE ROLE

The overall aim of this post is to sustain and improve the quality of vocational training and education that is offered to the pupils in the school.

Three sixth form streams study BTEC Level 3 Extended Diploma – in Musical Theatre, Acting, or Dance - and it is an enormously popular choice with the student body especially as we offer the opportunity for students to study one or two additional subjects at A Level.

In collaboration with the Head of BTEC and Acting/Musical Theatre Pathway Leaders the successful candidate will generate vision and ethos for the qualification and work together to develop the most innovative core units for students on all pathways focusing on Acting skills and techniques.

The successful candidates will have strong vocational experience of teaching and directing young adults. They will be able to work with existing BTEC structures and also develop new ones to ensure that students on the different pathways receive teaching of the highest possible standards and achieve excellent results. The successful candidates will be expected to teach areas of their own personal expertise in appropriate Acting and performance units, teaching groups of students, directing studio plays and musicals, and also running one-to-one audition preparation sessions where appropriate. The colleague appointed will also contribute to the overall teaching of Acting elsewhere in the school and to use their wider skills by having a tutor group and covering colleagues when they are absent.

THE DEPARTMENT

The BTEC Performing Arts Department has an absolutely central position within the vocational curriculum offer at sixth form and consists of experienced teachers and practitioners from every field of the Performing Arts.

PERSON SPECIFICATION

SKILLS REQUIRED

- Excellent and experienced vocational teacher working with young adults.
- Ability to organise and integrate own specialism into the study of relevant and appropriate units within the BTEC Performing Arts specification
- Ability to inspire and develop young students, both vocationally and academically

KNOWLEDGE

- Excellent awareness of the requirements expected in the vocational industry and H.E. training in both Acting and Musical Theatre disciplines
- A sound knowledge of the Edexcel BTEC Performing Arts specification desirable

EXPERIENCE

- Relevant vocational teaching experience, preferably in a co-educational environment
- Professional vocational experience and/or training

PERSONAL QUALITIES

- A strong commitment to educating young people
- The ability to work constructively across a wide age and ability range
- The all-round ability to discharge all professional duties properly
- Enthusiasm for the work of this specialist school including a passion for educating through the Arts
- Ability to work as part of a small team, and communicate effectively

GENERAL RESPONSIBILITIES

Under the direction of the relevant member of the Senior Leadership Team:

- To carry out general school supervisory duties as published on a termly basis
- To participate in Staff Appraisal
- To undertake Form Tutor duties as required
- To attend Open Evenings, Parents Evenings, School Performances and other relevant events
- To complete, to deadline, all relevant pupil reports
- To undertake other duties as reasonably requested by a line manager or the Headteacher

RESPONSIBILITIES AS A SUBJECT TEACHER

- To teach BTEC Level 3 Performing Arts
- To contribute to the teaching of the School's Drama Department when needed
- To teach as directed by the Headteacher or Line Manager
- To teach Cover lessons as part of the School Team when necessary
- To have a significant input into the curriculum design and assessment
- To promote effective teaching and learning
- To maintain and monitor appropriate records of pupils' learning and achievements
- To write reports, provide subject/year information to parents, attend parents' meetings and respond to parents' enquiries
- To implement the School's agreed policies
- To maintain effective discipline through implementation of the School's agreed procedures
- To take part in the School Appraisal Programme
- To attend meetings as appropriate
- To maintain liaison with classes' and individual pupils' Form Tutors
- To organise day trips and educational visits in line with the School's agreed procedures and risk assessment policies

FINANCE AND RESOURCES

- To work within the budget allocated for certain tasks by the relevant Line Manager
- To keep an accurate written record of all books/equipment sold to pupils in the school
- To provide a list of these disbursements when required by the relevant Line Manager
- To oversee the provision and maintenance of effective resources for learning: textbooks, student materials, equipment and rooms.

CURRICULUM

- To make a significant contribution to the department through effective planning and teaching
- To initiate, develop and maintain schemes of work, within the framework of the requirements of the examination boards, working collaboratively with the Head of BTEC and Pathway Leaders
- To maintain sound discipline within the school's agreed policies

- To strive for excellence in the quality of teaching and learning within the department and ensure that curricular records are kept and reports written
- To ensure that health and safety issues are properly adhered to and procedures are followed effectively and consistently.

COMMUNICATION AND MEETINGS

- To attend and contribute to Department Meetings, and other meetings within school
- To adhere to plans, policies and decisions made during such meetings.
- To take joint responsibility (along with all members of the Department) for the creation and distribution of minutes from meetings

ADDITIONAL INFORMATION

- The post holder must at all times carry out their responsibilities with due regard to all Arts Educational Schools Policies and Procedures and the Data Protection Act
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Our ethos is one of shared responsibility to which all teachers make a significant contribution. As many departments consist of just one member it is vital that teachers contribute throughout the year to the school's strategic planning. It is then expected that they will do all they can to achieve the institutional goals, which largely focus on the realisation of teaching and learning excellence.
- The above list is not exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.
- All members of staff are required to be professional, co-operative and flexible in line with the needs of the post and the School.
- Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.