



Bishop Douglass Catholic School

A member of the Cardinal Hume Academies Trust

JOB DESCRIPTION FOR A DRAMA ASSISTANT

- Post Title** : Drama Assistant
- Reporting to** : Head of Drama
- Hours** : Part-time, term-time contract. Days and hours to suit the candidate.

Bishop Douglass Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

RESPONSIBILITIES

The responsibilities of the post holder will include:

- To support the teaching of drama at the school.
- To teach drama groups at Key Stage 3.
- To deliver targeted intervention sessions to small groups of pupils.
- To lead extra-curricular drama activities including drama club.
- To support the drama department with drama productions.
- To assist with some routine administrative tasks.
- To assist with the promotion of drama at the school.
- To attend and contribute to departmental meetings.

FLEXIBILITY:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

PERSON SPECIFICATION

Educated to degree level and GCSE passes in English and Maths.	D
An interest in drama and a willingness to assist in lessons	E
An ability to teach drama groups at Key Stage 3.	E
An understanding of child development and learning.	D
A general understanding of the national curriculum and basic learning programmes/strategies.	D
Experience and interest in working with children and young people.	E
The ability to relate well to children and adults.	E
The ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E
The ability to work with others – respecting and valuing their experience, values and ideas.	E

E – Essential

D – Desirable