



**Saint Felix School**  
**Job Description – Teacher of LAMDA**

*Please note that this non-contractual Job Description is not fully inclusive  
and tasks may change according to operational needs*

We are seeking to appoint a passionate LAMDA teacher who is able to inspire pupils of all abilities. Experience of teaching Acting, Verse and Prose, and Public Speaking up to Grade 8.

The post will involve teaching LAMDA lessons to pupils of a wide age range, from Prep Department through to Sixth Form, and prepare them for graded LAMDA examinations. We currently offer Solo and Duologue LAMDA acting lessons as well as devised group pieces and LAMDA speaking in public lessons and there is scope to offer additional qualifications. The candidate will need to be up to date with the current LAMDA exam syllabus and the most recent LAMDA text anthologies. A broad knowledge of additional play texts is desirable.

The school is currently a registered LAMDA examination centre and exams are held twice per year.

**Line Management.**

**Reports to:** Head of Drama

**Key Interfaces:** Head, Deputy Head

**Terms and Conditions.**

**Employment:** Part-time, Monday-Friday, 35 weeks per annum

**Hours of work:** Up to 30 hours per week, but this will be negotiable.  
30 minute unpaid lunch break per day

**Meals:** Lunch is provided free of charge during term time periods

**Training:** You are expected to keep abreast of topical business relevant to the role and may apply for training courses as part of your CPD.

**Appraisals:** The employee is expected to participate in an annual appraisal process

**Medical:** The employee is expected to take reasonable steps to maintain an adequate level of fitness and health throughout the period of employment. The School does not provide private medical insurance cover. The school is a non-smoking site

**Pension:** Auto-enrolled into workplace pension scheme

**Salary:** Saint Felix School has its own pay scales

## **Duties and Responsibilities.**

- Teach lessons in acting, devising, public speaking or speaking verse and prose
- Teach the theory requirements according to the LAMDA specifications
- Be responsible for all student communication and wider communications with the Head of Drama and other school staff
- Write annual reports on every student taught
- Provide full details required for exam entries and ensure all students are entered for relevant examinations
- Steward students on exam days
- Promote the school positively and encourage the growth of the Drama Department
- Manage efficiently, and take responsibility for, departmental resources
- Plan speech and drama lessons in line with examination requirements
- Source and resource interesting and appropriate learning materials such as play texts, excerpts and prose
- Plan and teach interesting and engaging lessons in keeping with the LAMDA examination syllabuses
- Thoroughly prepare students for festivals and LAMDA examinations in Speech and Drama
- Monitor pupils' progress in speech and drama
- Promote sound standards of punctuality, discipline, utilising the school sanctions and rewards system when necessary
- Contribute to the drama evenings and run two LAMDA performance evenings, showcasing the students practical examination work
- Assist in the promotion of the school's reputation and in marketing activities as required

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Person Specification

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	LAMDA qualification – minimum level 3  A relevant teaching qualification	LAMDA qualification level 7	Application
<b>Knowledge</b>	A proven record of LAMDA exam success  A thorough working knowledge of the LAMDA syllabus  Good understanding of history of theatre and the work of significant practitioners  Experience of teaching acting	Experience of performance skills needed for musical theatre, speaking verse and prose and public speaking  Experience in play direction and production  Knowledge of KCSIE and safeguarding requirements	Application Interview
<b>Skills and knowledge</b>	Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and pupils  A proven record for meeting targets and deadlines  Ability to perform well and remain professional whilst under pressure  Tactful and discreet, whilst mindful of observing Safeguarding and professional standards  Organised, reliable and stable.  Well-developed problem-solving skills  Self-motivated and able to work alone without direction  Adaptable and flexible with working patterns when required  Committed to contributing towards the school community	Experience of working in small teams  Experience of arranging events during the school term	Application Interview
<b>Attributes</b>	The ability to build and maintain highly effective working relationships with a range of		Application Interview

	Able to work independently with initiative but also as a flexible team player		
<b>Other</b>	There is an expectation that there will be occasional out of hours travel and attendance at external/internal events		

Signed:

Date: