

## Junior School Drama Teacher

### Purpose and Outline of Role

The Junior School Drama Teacher is responsible for the planning, preparation and teaching of high-quality drama programs and performances across all stages in the Junior School. S/he is also responsible for reporting on student progress and plays a key role in student wellbeing, in the daily operations and the cocurricular life of the School.

### Reporting Relationships

The Junior School Drama Teacher is responsible ultimately to the Principal and reports to the Head of Junior School and the Head of Drama. S/he will work closely with the classroom teachers.

### Employment Basis

This is a part-time 0.6FTE, temporary position commencing Monday, 26 May 2025 for a term of up to 13 months. This position is to cover a teacher who will be on parental leave.

### Role Responsibilities

#### Expectations

- Plan, prepare and deliver instructional activities that facilitate active learning.
- Develop schemes of work and lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs.
- Instruct and monitor students in the use of learning materials and equipment Use relevant technology to support instruction.
- Observe and evaluate students' performance and development.
- Provide appropriate feedback to students.
- Encourage and monitor the progress of individual students.
- Maintain and update all necessary records accurately as required within regulatory frameworks and under School policies.
- Prepare reports on students' progress.
- Manage student behaviour in the classroom by establishing clear rules and procedures.
- Plan and participate, in collaboration with the Head of Drama, in the development of the drama production program.
- Run a cocurricular auditioned drama ensemble before school or during lunchtime.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.

### **Additional Responsibilities**

- Be involved in school functions e.g. Parent Information Evenings and School events as requested by the Principal or Head of Junior School.
- Lead and facilitate the Infants Christmas Pageant along with the K – 2 teachers.
- Prepare class work to present in school assemblies from time to time
- Attend staff meetings and professional development days as required, both in and out of school hours.
- Attend weekly drama department meetings.
- Attend camp and overnight excursions if required.
- Complete all duties, including but not limited to playground and relief duties.
- Be involved in the cocurricular life of the school.
- Carry out any additional duties as directed by the Principal or Head of Junior School.

### **Key Competencies**

- Qualified teacher with NESAs accreditation, primary teaching experience an advantage
- A deep love of drama and the ability to foster in young people a love of the performing arts
- Outstanding command of English, especially written English
- Thorough knowledge of effective and relevant teaching strategies
- Strong understanding of curriculum requirements and the ability to plan and deliver robust and stimulating teaching activities within well-structured programs
- Ability and willingness to evaluate and critically reflect upon own professional practice
- Proficiency in a range of technologies to support teaching and professional duties
- Ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students
- Commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.

### **Personal Attributes**

- A lively intellect with a strong interest in the life of the mind beyond the boundaries of externally imposed curricula
- Deep commitment to the welfare of young people and the ability to relate warmly and confidently with children and adolescents
- Collegial and flexible approach with a 'can do' attitude
- Excellent written and oral communication skills
- High level organisational and planning skills
- Strong work ethic
- Initiative, maturity of judgment, resilience
- Commitment to upholding Queenwood's values and ethos

## Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

## Work, Health & Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety by completing risk assessments, addressing hazards and reporting safety incidents.

## Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

## Applications

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESA to teach in NSW.

Closing Date for applications is **9am, Monday, 31 March 2025**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

*Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.*