

## **JOB DESCRIPTION**

### **CO-ORDINATOR OF MUSICAL THEATRE BTEC**

Job Title:	Co-Ordinator of Musical theatre BTEC
Employment:	Full Time
Start Date:	September 2010
Qualifications:	Relevant recognized teaching qualification
Reporting to:	Head of Sixth Form / Head of Musical Theatre/ Headmaster

### **SKILLS REQUIRED**

- Excellent Teacher of Dance (preferably), Drama or Music
- Ability to teach from Year 7 to Year 13, and potentially in Higher Education Department
- Ability to organize, develop, manage and co-ordinate BTEC in Musical Theatre
- Ability to inspire and develop young performers
- Proven ability to inspire and manage a team of predominately part time staff

### **KNOWLEDGE**

- A sound knowledge of examination syllabi
- An understanding of the mechanics and organization of the BTEC programme
- An on-going understanding of developments in Musical Theatre and education

### **EXPERIENCE**

- Relevant teaching experience, preferably in a co-educational environment
- Experience of co-ordinating, teaching and delivering BTEC in Performing Arts
- Experience in delivering AS/A2 level in a performing art (Desirable)

### **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
- Ability to work as part of a small team, and communicate well

### **TEACHING RESPONSIBILITIES**

Under the direction of the relevant Head of Department:

- To deliver and organize BTEC Level 3 Musical Theatre
- To devise and manage internal and external assessment procedures
- To organise relevant educational visits, especially to the theatre
- To add to the creative life of the school
- To help with a variety of shows and performances
- To foster and help develop the skills and abilities of the pupils

### **GENERAL DUTIES**

Under the direction of the relevant member of the Senior Management Team

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

This is not an exhaustive list, nor does it give any time priority status. This job description may be reviewed annually and, following consultation with the post holder, may be amended.