

Coordinator of Public Speaking | Speech and Drama Teacher Position Description



Reporting to: Head of Speech and Drama

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the School's objectives.

Why your role matters:

The Coordinator of Public Speaking will play a pivotal role in the planning, running, supervision and promotion of this area of the School. They will be the key contact for parents, students and external parties. This position also has responsibility for delivering high quality Speech and Drama/Communication Skills lessons to students in small group and individual settings. The aim of the Speech and Drama Teacher is to help students develop confidence, eloquence of speech and to improve their performance and communication skills.

What you have to do to succeed:

- Plan and deliver effective individual and group lessons in Speech and Drama for students of the School
- Planning and management of Public Speaking training and coaching sessions
- Maintain accurate attendance and lesson/student records
- Follow department set curriculum and ensure that all students are fully prepared for their graded examinations
- Use a variety of learning aids, technology, materials and equipment to stimulate higher-level thinking
- Involve all students in the learning process and adjust instruction according to the needs of the students
- Attend competitions, eisteddfods, concerts and soirees, including those that are after-hours
- Write annual feedback reports for your students
- Take part in all required professional development and any other opportunities that may arise
- Meet regularly with the Head of Speech and Drama to discuss student progress and the Public Speaking program.
- Organise all Public Speaking competition entries and manage the logistics of these events.
- Organise inter-house Public Speaking
- Liaise with other schools and coordinators of competitions, including attendance at meetings where necessary
- Organise and support the Public Speaking Captains in their promotion of their activity
- Undertake any other responsibilities at the request of the Head of Speech and Drama

- Ensure the smooth running of the department by completing administrative tasks required by the Head of Speech and Drama in a timely and effective manner
- Model and encourage behaviours that are consistent with the ethos of Ascham and the aims of the School
- Use professional judgement to solve problems or escalate issues when there are no clear methods or procedures in place for doing so
- Deliver specific objectives as agreed with the Head of Speech and Drama to achieve the values, goals and strategies of the School
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.

What do you need to succeed?

- Demonstrable knowledge of Public Speaking
- Associate Diploma with Trinity College London or equivalent
- Experience with the Trinity College London Speech and Drama examination syllabus or equivalent
- Proven teaching or tutoring experience in a school setting
- Previous experience in a similar role is desirable
- Advanced organisational/administrative skills
- Demonstrated competence with computer literacy skills including Microsoft Office
- Exceptional interpersonal skills and commitment to positive relationships and professional communications
- Ability to attend after hours concerts, competitions and school functions as required
- A valid Working with Children clearance and First Aid certificate