



JOB DESCRIPTION

JOB TITLE	Visiting Teacher of Musical Theatre
DEPARTMENT	Drama
SECTION	Whole School
LINE MANAGER	Director of Drama

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974. The

postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

Forest has a thriving Drama Department with a vibrant and ambitious programme of musical theatre and performance. Musical theatre plays a significant role in the creative and co-curricular life of the school.

Students receive weekly solo and group Musical Theatre lessons of varying lengths. The Visiting Teacher of Musical Theatre will teach pupils across the age range of the school, delivering engaging and challenging sessions that develop skills in acting, singing, movement, and performance. They will be able to inspire pupils at every stage of their development, from beginners discovering musical theatre for the first time to advanced performers preparing for further study in musical theatre, performing arts, or related disciplines.

The successful candidate will be confident in teaching a broad range of musical theatre styles and repertoire, encompassing both classic and contemporary works from stage and screen. They will foster strong technical foundations alongside creativity, performance confidence, and character development. Through both one-to-one and group teaching, they will prepare students for performances, showcases, productions, and, where appropriate, examinations with recognised awarding bodies.

They will play an active role in supporting the school's vibrant co-curricular programme and contribute to the continued success of the thriving and ambitious Drama Department.

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Visiting Musical Theatre Teachers at Forest are responsible for communicating their timetables to students the week prior to each lesson, and for taking accurate registers of attendance.

KEY RESPONSIBILITIES:

Teaching and Learning:

- Teach Musical Theatre across the Preparatory and Senior Schools (EYFS–KS5).
- Prepare pupils for performances, showcases, productions and, where appropriate, external Musical Theatre examinations with LAMDA and/or Trinity, in line with specifications and exam-board policies.
- Guide pupils in selecting repertoire that meets awarding body requirements, ensuring a balance of styles, periods and genres appropriate to Musical Theatre syllabi and individual development.
- Prepare pupils for all elements of their examinations and performances, including:
 - Performance from memory where required
 - Voice, characterisation, physicality and staging
 - Singing technique, vocal health, and integration of acting with song
 - Movement and choreographed performance as part of Musical Theatre examinations
 - Development of ensemble and partnership skills where required (duo, trio and ensemble assessments)
 - Discussion and knowledge-based sections, where applicable
- Ensure pupils understand and comply with examination regulations regarding timing, repertoire, staging, props, costume and performance space.
- Provide timely, constructive and informative feedback to pupils and parents, supporting pupils' progress and development.
- Attend and contribute to an annual parents' evening for each pupil, in accordance with School and Department policies.
- Engage in appropriate CPD and maintain up-to-date knowledge of developments in Musical Theatre, performance training and education.
- Create a positive, inclusive and inspiring learning environment where every pupil feels safe, valued and supported to achieve their potential.

Co-curricular:

- Recruit, rehearse, and direct Musical Theatre clubs, casts, ensembles, and performance groups as agreed with the Director of Drama.
- Lead and develop Musical Theatre co-curricular activities that engage and inspire pupils across the age range of the school.
- Support and prepare pupils for productions, showcases, concerts, and other performance opportunities as agreed with the Director of Drama.

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TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the school.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work and provide feedback according to departmental and School marking policies, giving appropriate feedback, and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness and understanding of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of pupils identified as SEND or requiring additional learning support.
- Interface regularly with the Learning Support Department and fully understand pupil needs as expressed in Pupil Passports.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Actively support the super-curricular and academic life of your department.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the school as required by the Head of Department and Senior Leadership Team. Be prepared to run or assist with

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activities beyond lesson times and on Saturdays when required.

- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety:

Be familiar with and implement all School Policies and Procedures.

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GENERIC PROFESSIONAL DUTIES

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including breaktime supervision, cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings and briefings, parents' evenings, Commemoration Day, inset sessions and similar important functions both in and out of normal School hours, and participate in Open Days for prospective parents, carers, and pupils.
- Notify the Absence Managers as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant training each year, after obtaining the consent of the Head of Prep School and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the following documents:

- Staff Code of Conduct
- Teaching and Learning Policy/Forest Teacher Framework
- Tutor Job Description
- Departmental Handbook(s)

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT	
Category	Details
Contract Type	Part-time, permanent.
Working Hours	As per parental request for lessons.
Holiday Entitlement	Forest School holidays.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.

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