



**GREYFRIARS**  
CATHOLIC SCHOOL



**Teacher of Drama and English**



## Teacher of Drama (and English)

Thank you for your interest in the role of Teacher of Drama (with English as a second subject) at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and the Archdiocese of Birmingham.

An exciting opportunity has arisen for an enthusiastic and innovative teacher to join our English and Drama team and contribute to the life chances of the young people in our school community. We are seeking an inspirational and aspirational individual who is passionate about both Drama and English, and who is motivated by the transformative power of language, literature and performance. This is an exciting time for the school; we are on a journey of radical change with joy at its heart. This role offers genuine scope to be part of something ambitious and life-giving, improving the opportunities and outcomes of students across our community.

We believe that the fundamental knowledge and skills that enable students to read with confidence and communicate with purpose are central to their ability to engage fully with the world around them. Drama and English together offer powerful opportunities for students to develop voice, confidence, empathy and creativity, enabling them not only to succeed academically but to understand themselves and others more deeply. This role will be instrumental in supporting students to maximise their potential and achievements both within and beyond the classroom. There is real scope to grow alongside the school and to contribute dynamically to its ongoing development and direction.

Our vision at Greyfriars Catholic School is to champion students so they flourish individually and collectively. We champion students through excellent teaching, clear expectations and compassionate support when guidance is needed. Championing students means creating a school where learning is disruption-free, ambition is shared and expectations are high. We know that working hard and being kind helps students feel both personally and academically successful. In this role, you would be their champion.

Please do not hesitate to contact us should you wish to seek further information. I would be delighted to welcome you to our wonderful school, show you around and discuss this opportunity in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher



# Application Details

We hope you are interested in this exciting opportunity and would like to submit an application.

To apply for the post of Teacher of Drama and English, please -

- Fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, s.upellini@gfcs.uk **Tel: 01865 749933**

*We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.*

**Interview date: (tbc)**

**Job start: September 2026**

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic 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 successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practice

## Overview of Pope Francis MAC

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

# Job Description for Teacher of Drama and English

## Purpose

The prime purpose of this role is to:

- Teach Drama from Key stage 3 – Key stage 5
- Teach English to KS3

The general duties and responsibilities of the role are:

- To implement and deliver an appropriately broad, balanced, relevant, aspirational and adapted curriculum for students
- To monitor and support the overall progress and development of students as a teacher / form tutor
- To contribute to raising standards of student attainment and behaviour
- To share and support the school's desire to provide the best possible education to enable personal, academic and spiritual growth
- To carry out the statutory tasks laid down in the School Teachers' Pay and Conditions and follow the procedures, policies and guidelines adopted by the Governing Body
- To contribute to the Catholic life of the school community

**Reporting to:** Subject Leader for English, Languages and Drama

**Responsible for:** The provision of a full learning experience and support for students

## Liaising with:

- Headteacher, Senior Leaders and Middle Leadership
- Teaching/support staff, MAC representatives, external agencies and parents

**Salary:** TMS/UPS

**Disclosure Level:** Enhanced

# Job Description

## **Strategic Planning and Curriculum Development**

- Assist in designing syllabuses, schemes of work, marking policies, and teaching strategies.
- Contribute to the curriculum area's development plan and whole-school strategic planning.
- Ensure the curriculum is intentional, inclusive, and aligned with school objectives.
- Plan and prepare engaging lessons to meet diverse student needs.

## **Teaching and Learning**

- Teach students with conviction, intentionality and clarity, adapting methods to their educational needs.
- Set and assess work, monitor progress, and provide feedback.
- Maintain discipline and encourage positive behaviour, punctuality, and high standards.

## **Drama and Creative Performance**

- Contribute to the delivery and development of high-quality Drama provision, promoting performance as a powerful creative and expressive art form.
- Coordinate school performances and productions, supporting students to develop confidence, collaboration, creativity and performance skills.
- Plan, organise and oversee rehearsals, performances and showcases, ensuring inclusive opportunities for students of all abilities to participate.
- Promote enrichment through the arts, including coordinating theatre visits, workshops and performance opportunities that broaden students' cultural capital and deepen their understanding of live performance.
- Work collaboratively with colleagues across departments to embed creativity, storytelling and performance opportunities within the wider curriculum and enrichment programme

## **Professional Development**

- Engage in professional development and training to enhance subject knowledge and teaching methods.
- Actively participate in performance management and staff development programmes.
- Work collaboratively with colleagues to share best practices and improve teaching.

## **Quality Assurance and Student Progress**

- Monitor and evaluate teaching quality and curriculum effectiveness.
- Use data to track student progress and inform teaching adjustments.
- Set targets for improvement and ensure lessons meet quality standards.
- Ensure effective use of student achievement data from prior lessons or schools.

## **Pastoral Care and Safeguarding**

- Act as a Form Tutor, supporting the progress and well-being of assigned students.
- Register attendance, promote full participation in school life, and support students' personal development.

- Contribute to pastoral systems, including monitoring progress, action plans, and behaviour management.
- Lead or arrange morning prayer during tutor time.
- Stay updated on safeguarding and child protection legislation, ensuring these are integral to practice.

### **Communication and Liaison**

- Communicate effectively with parents, providing information on curriculum, progress, and targets.
- Build strong links with external organisations, including local businesses and community groups, to enhance the subject curriculum.
- Participate in events such as open evenings, parents' evenings, and review days.

### **Management and Resources**

- Assist in identifying resource needs and ensuring their efficient use.
- Collaborate with colleagues to share and optimise resources.

### **Additional Responsibilities**

- Support the school's pastoral and citizenship programmes.
- Promote collaborative and independent study skills in students.
- Fulfil any additional duties in line with the role, school policies, and safeguarding procedures.

### **Catholic Ethos:**

- To support the Catholic Ethos of the school
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To participate in professional development about the Catholic life of the school
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.

## **Teacher Person Specification**

Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could contribute to this school.

### **Relevant experience**

- Qualified Teacher status and experience teaching the subject
- Ability to present information to a variety of audiences
- Evidence of work with children/young people and involvement with parents
- Relevant knowledge of curricula

### **Education and training**

- Good general standard of education
- Good communication skills written and oral
- QTS and relevant teaching experience

### **Special knowledge and skills**

- Ability or potential to use and interpret data
- Computer literate
- Ability to find solutions to complex problems
- Understanding of issues affecting young people

### **Interpersonal skills**

- Ability to relate to teachers, other professionals, families and students
- Good listening skills
- Ability to work as a member of a team, be solution-focused and work on own initiative

### **Other**

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

### **How this is identified**

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

### **Commitment to Child Protection and Safeguarding**

- Knowledge of up-to-date safeguarding, child protection practice and legislation
- Willingness to uphold and promote fundamental British values

## **Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the current School Teachers Pay and Conditions Document and the Catholic Education Service Contract.

This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

<b>Employer Name:</b>	<b>Date</b>
<b>Signature:</b>	
<b>Employee Name:</b>	<b>Date</b>
<b>Signature:</b>	

