

Role Description

Speech and Drama Tutor

Reports to: Director of Music (PK – 12)

Status: Casual 3-4 days per week

Role:

The Speech and Drama Tutor is responsible for delivering individual and small groups lessons as part of the Meriden Music Academy peripatetic program. The Speech and Drama Tutor is required to involve students in the learning process through lesson activities to develop skills in effective communication, building confidence in speaking and listening, and vocal techniques to improve performance.

Responsibilities:

- Plan and deliver effective individual and small group lessons in Speech and Drama
- Use a variety of teaching techniques to engage each student at their level
- Maintain accurate records for attendance and lesson progress
- Meet requirements for Trinity, AMEB or IMEB graded examinations, ensuring thorough preparation of material
- Complete administrative duties, alongside the Music Academy Administrator, in documentation for external examinations
- Prepare students for Twilight Concerts, external examinations and competitions in Speech and Drama
- Liaise with the Performing Arts staff in the promotion of student involvement in school drama productions, cocurricular programs, speech competitions and other opportunities
- Complete semester reports for each student.

Desirable:

- Relevant tertiary experience in Drama or Education (or current enrolment in an Undergraduate program), and/or equivalent experience in teaching Speech and Drama examinations and individual performance
- A passion for teaching and promoting Speech and Drama across the age ranges.

Personal Qualities:

- Possess advanced proficiency with the Microsoft Office suite of products and other computer based tools
- Be an effective communicator and a positive, flexible team member
- Be able to multi-task and problem solve efficiently
- Be able to plan and complete projects and achieve necessary time lines
- Be punctual, highly organised with attention to detail
- Have an orientation towards 'rolling up your sleeves' and getting involved with issues as required
- Have a personal presentation commensurate with the ethos and reputation of the School
- Fully support the Christian ethos of Meriden as an Independent Anglican School
- Be discreet, approachable and confidential, and loyal to the School and the Principal.