



# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Co-Curricular Drama Coach

**Reports to:** Drama Coordinator

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## POSITION SUMMARY

The Co-Curricular Drama Coach will deliver lessons in the Pymble Co-Curricular Drama Program and foster a love of Drama across the College.

## ROLE RESPONSIBILITIES

### 1. Coaching

- 1.1 Provide age, style and skill appropriate lessons in accordance with the course program.
- 1.2 Observe student progress and provide feedback during class.
- 1.3 Supervise students and ensure their safety and wellbeing during all activities.
- 1.4 Liaise with Co-Curricular Drama Coordinator on all relevant student and program matters.
- 1.5 Follow the collection and return guidelines for Preparatory students.

### 2. Communication

- 2.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner.
- 2.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.
- 2.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

### **3. Risk and Compliance**

- 3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices.
- 3.2 Meet the expectations for safety in the workplace and report potential risk to the Drama Coordinator.
- 3.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.
- 3.4 Report directly to the Principal on any matters relating to child protection.
- 3.5 Consistently adhere to College policies and procedures.

### **4. Professional Learning**

- 4.1 Remain abreast of current and best practice standards.
- 4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

### **5. Other duties may be required from time to time**

#### **PERSONAL CAPABILITIES**

- Willingness to support the ethos and values of the College.
- Current CPR and first aid qualification.
- Demonstrated ability to communicate effectively with and encourage young people.
- Previous experience in Drama and Drama Teaching.