



Role Description

Speech and Drama Specialist

Introduction

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious endeavour and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

Role Overview

The Speech and Drama Specialist works in partnership with the Drama Learning Area and liaises closely with staff in Joigny (Junior School).

The Speech and Drama Specialist is responsible for the development and delivery of a school approved, co-curricular Speech and Drama program, appropriate to year and skill levels of the students enrolled. Lessons are offered to groups of students and individuals in Years 1-12.

During the school day students are withdrawn from classes to participate in co-curricular Speech and Drama sessions. Drama Club is offered to students in Years 3-6 as an after-school program.

Reports To

The Speech and Drama Specialist is responsible to the Principal, through the Deputy Principal, Director of Staff P-12.

Key Duties and Responsibilities

General expectations:

- Take care of resources / facilities and report maintenance issues
- Keep up to date with program and resource development
- Provide students with a child-safe environment
- Proactively monitor and support student wellbeing and exercise pastoral care and student wellbeing in a manner which reflects School values

- Organise and manage advertising, enrolments and parent communication for Speech and Drama sessions and the Joigny Drama Club.

Professional Development

- Have current knowledge of curriculum initiatives in the areas of Speech and Drama
- Commit to ongoing professional development in teaching areas by:
 - o Attending workshops and conferences relating to your specific role
 - o Participating in collegial professional learning with other Sacré Coeur staff
 - o Be open to researching areas of interest relevant to directions provided in the School's strategic plan
 - o Continue development of ICT skills as technologies evolve
 - o Be an active member of a relevant professional association as duties permit

Speech and Drama Sessions

- Plan a developmentally appropriate educational Speech and Drama program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student
- Ensure that the preparation of lessons, skills being taught, and discipline are of a continued high standard
- Create a flexible and engaging learning environment that supports learning through inquiry, enabling students to engage, reflect, experiment and discover
- Act as a positive role model for the students and represent the School professionally at all sessions, performances and competitions
- Prepare students for solo and School performances and examinations
- Work with other staff members to develop the Speech and Drama program across the School and complement existing classroom curriculum
- Provide a structured program for each student; setting and achieving goals
- Be sensitive to students experiencing personal, social and organisational challenges and adjust programs to accommodate learning needs as required
- Maintain appropriate records
- Ensure students sign in and out of Speech and Drama sessions
- Liaise in a timely manner with colleagues and parents/caregivers, concerning individual students
- Report student progress to parents/caregivers via email at least once per semester
- Contribute material to newsletters for parents/caregivers, as required
- Generate and publish a weekly timetable that is communicated to relevant staff and students

Small group speech sessions cannot be scheduled for specified Joigny year levels during Literacy/Numeracy block time; 8.30am-10.30am. Specific restrictions for 2026 will be advised by the Head of Joigny.
- Communicate lesson times clearly to students and do all that is possible to ensure that the quota of fifteen (15) lessons per semester is met
- Communicate with the relevant external organisations to organise exam enrolment, exam dates and venues, delivery of certificates and reports
- Liaise with the Deputy Principal, Director of Staff P-12 and the Head of Joigny on a regular basis to inform of Speech and Drama developments, events and initiatives
- Communicate with parents/caregivers to advise of enrolment, lesson organisation and arising matters
- Support the positive promotion of the program/s.

After School Drama Club

- Maintain appropriate records
- Once enrolments are finalized, provide a full and complete enrolment list and venue for each After-School Drama Club session to the Head of Joigny
- Follow Child Safety protocols by meeting students by 3.05pm and marking the attendance roll, cross checking absences with Reception. At the end of the session, walking the students to the Joigny Pick Up area and supervise students until collected by a parent/caregiver. If students are not collected by a parent/caregiver by 4:15pm, the Speech and Drama Specialist will take the student/s to After School Care.

General and Administrative Duties

- Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures
- Maintain currency of mandatory reporting certification, anaphylaxis training and other certifications as required
- Demonstrate duty of care to students in relation to the physical and mental wellbeing
- Attend all timetabled sessions and act as a role model to students by being punctual to all sessions
- Demonstrate professional and collegiate relationships with colleagues
- Uphold the professional standards expected of a staff member
- Other duties as directed by the Principal.

Internal Relationships

Apart from the Deputy Principal, Director of Staff P-12, primary relationships for the position are:

- Principal
- Head of Joigny
- Reception Staff
- Director of School Operations P-12
- Students
- Staff

External Relationships

- Broader School Community
- Parents/Caregivers

Key Selection Criteria

Qualifications and Experience

- Would suit either a qualified teacher who has current knowledge of curriculum in the areas of Speech and Drama, or a non-teacher with a relevant qualification and/or significant proven experience in a similar role.
- One or more of the following qualifications would be an advantage
 - ASCA, AMEB, Trinity College
- Current Victorian Institute of Teaching (VIT) registration or Employee Working With Children Check + National Police Record Check
- Demonstrated experience in using ICT

Knowledge, Experience and Skills

- The ability to provide helpful, friendly customer service orientation
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Experience and proven record in effective learning and teaching skills, including management of mixed ability classes
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children
- Leadership qualities
- The ability to multi-task
- Self-motivation
- Ability and willingness to accept policy directives
- Maturity
- Ability to work independently and as part of a team
- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the school community and members of the public
- Highly motivated with a high level of professional personal presentation

Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Highly developed IT skills, including Microsoft Office, Google Suite
- An ongoing commitment to professional development and a capacity to adapt to new technologies

Personal Requirements and Competencies | All Staff

- Alignment with School values
- Understanding of the traditions and spirituality of a Sacred Heart (RSCJ) school and ability to confidently articulate them
- Upholding and promoting Restorative Practice in working with students, parents/caregivers and staff
- High level of professional personal presentation
- Professional, warm, positive and welcoming presence
- Capacity to maintain high levels of confidentiality
- Enthusiastic and highly motivated
- Operates effectively in a team environment, maintains high work standards with minimal supervision and high attention to detail
- Flexible and operates effectively in a changing environment.

Child Safety | All Staff

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students.

The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

Sacré Cœur has robust human resources, recruitment and vetting practices that are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out VIT, Working with Children, police record *where required* and reference checks to ensure that we are recruiting the right people.

Terms and Conditions

The Speech and Drama Specialist is a part time, replacement position (FTE range 0.5-0.7) for 2026 and is employed under the terms and conditions of the Catholic Education Multi-Enterprise Agreement (2022). For an Education Support Officer | Level 4 Subdivision *depending on qualifications and/or experience*. For a Teacher *Level depending on qualifications and/or experience*.

Equal Opportunity

Sacré Cœur is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Sacré Cœur.

Summary

This role description should not be seen as limiting and may be altered to meet the needs of the School at any time.

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