

Drama Department Information

“Drama here is outstanding” – The Good Schools Guide

The Drama Department

LEH takes its drama seriously and invests time and energy ensuring ever broadening access to excellence through a diverse extra-curricular programme. This is a wonderful opportunity for an enthusiastic visiting drama teacher to join a thriving department for 2 to 4 days of work per week during term time. Candidates should clearly state how many days of work they are seeking, and can also ask to be considered for additional teaching in the Junior School - there is a separate information pack for that role.

Personnel

The Drama team currently consists of the Director of Drama and two teachers of curricular drama (full time and 0.8p/t respectively). They work closely with the Theatre Manager and Drama Technician, along with visiting members of staff who deliver Speech and Drama and Communication Skills lessons to a large number of pupils throughout the school. We have a diverse pool of freelance staff, from specialist accent coaches to designers and scenic artists, which we draw upon as required. The Performing Arts Co-ordinator reports to the Directors of Drama and Music, running administration for both departments. Two Sixth Form Drama Captains and a senior backstage crew also play a key role in guiding the work of the department. This role has come about following the current post-holder's move to a curricular teaching position.

Facilities

LEH has an exceptional performance space in The Jane Ross Theatre. Opened in 2012, it is an extremely flexible space at the heart of the Arts Centre, which includes a rehearsal suite, studio theatre, green room and seminar room, as well as the Music and Art Departments. This is an exceptionally well-resourced department and we collaborate with industry leading support companies for our technical and design provision. All staff and students at LEH are issued with iPads, with the department going paperless from September 2018. There is a generous budget to support the purchase of play texts and staff receive free theatre tickets for school trips.

Curricular Drama

Drama is taught from Years 7-9 and is then a timetabled option at GCSE and A Level. We follow the iGCSE syllabus at GCSE and use AQA at A Level: around 25 students take the GCSE in each year group, with 6-10 at A Level.

Extra-Curricular Drama

The extra-curricular programme is designed to combine open access to all activities with the pursuit of excellence, however that may be defined for the age-group and students involved. Regular clubs include:

- Tech Club: two afternoons per week, students are trained to crew the full range of Performing Arts events, from Front of House through to wardrobe, lighting, sound and stage management.
- Fun drama clubs for Years, 7, 8 and 9.
- A Year 10 project exploring a diverse range of age-appropriate genres.
- Musical Theatre Dance Club, which also includes boys from Hampton School, our neighbouring school.

Although many other events can be scheduled, the core production programme consists of:

- An annual musical production performed with Hampton School, which the schools produce and host on alternate years;
- A main school production;
- A Year 10 production, which in the recent past has been an especially commissioned work from an emerging performance poet. Sometimes, but not always, with Hampton School.
- A Sixth Form production (produced and directed by students, and open to the boys at Hampton School).
- A Year 9 “Theatre in Education” tour to local Primary Schools.
- A Lower School Musical (Years 7 & 8): a large scale production with 50-70 students in the cast.

Speech and Drama Lessons

Approximately 160 students follow the Trinity Guildhall specification drawing on the full range of options available, from public speaking through to musical theatre. Over 80% of all results reach Distinction with students preparing for qualifications from Grade 3 through to the Diplomas. Not all teachers need to cover all specifications but candidates should identify their areas of specialism in their cover letter, along with any areas in which they might like to develop their expertise.

Individual and pair lessons are taught through-out the school day with girls coming out of lessons on a rotating basis. Group lessons are taught through lunch and after school, with occasional sessions before the school day, if convenient for both staff and students.

Overview of the role

We are looking to recruit a Speech and Drama teacher, or teachers, to cover the department’s developing provision, Monday to Friday during school term time. There are four, full days of work available, which might go to one successful candidate, or be spread between two: job share applications are welcome. Students are allocated to teachers by the Director of Drama in June of each academic year, and at that point teachers express a preference for their days and hours of work: lessons are term time only but pay is averaged across 12 months of the academic year. The successful candidate(s) will be enthusiastic, dynamic and inspirational. They will need to have a broad-based knowledge of play texts, styles and genres appropriate for study at secondary level. We routinely place students in leading conservatoires and a number of girls also have professional representation: our peripatetic staff play a key role in preparing students for auditions and must be as confident working with exceptionally able young women as they are with students seeking help with general confidence and public speaking. The Speech and Drama staff must be capable of independent planning, delivery and review of their own teaching load, and must be willing and able to provide timely and appropriate feedback to students and parents alike. They must be keen to join an exceptionally successful drama department.

Candidates should state clearly in their applications whether they are ideally seeking 2, 3 or 4 days of work, or indicate a range: each day would run from 8.30 am or 9 am through to 4 - 5.45 pm. The precise days of work and workload for September would be established on appointment.

Rates of pay are currently £36.80 p/h and £46 p/h for individuals and groups respectively, and are subject to a 2% rise in September 2018.

Job Description – Visiting Drama Teacher

MAIN RESPONSIBILITIES

- To prepare, teach and review 30-minute group, individual and paired lessons to pupils as requested by the Director of Drama.
- To provide a considered programme of study tailored to each individual pupil that allows for continuity from lesson to lesson.
- To provide lessons with a regularity that can be considered reasonable by the Director of Drama; in normal circumstances, 30 regularly-spaced lessons should be taught to each pupil in each academic year.
- To ensure that each pupil is aware of her rehearsal/preparation requirements for the next lesson and is following those requirements.
- To prepare pupils for public exams, performances and auditions as appropriate.
- To write reports to parents on each pupil's progress, as required by the school's reporting policy.
- To take collegiate responsibility for the orderly, appropriate use of department facilities and resources.
- To assist in the wider mission of the department to model the balance of the pursuit of excellence with unquestionably open, unfettered access for all.
- To comply with the school's policies on Safeguarding and Child Protection, and all other relevant policies.
- To attend statutory and all-staff INSET training, as required by the Headmistress.

ADMINISTRATION

- To schedule lessons using the MSM iPad software in a timely fashion, in liaison with the Performing Arts Coordinator.
- To complete and submit reports in a timely fashion, following guidance from the SIMS office.
- To alert the Director of Drama to problems or difficulties, contacting parents where necessary using school procedures.

The Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Personal Specification

	Essential	Desirable	Assessment via application form/ interview/lesson observation/written task
Appropriate vocational/professional training in the Performing Arts, and a strong background in the field.	✓		Application form
A demonstrable commitment to working with young people.	✓		Application form Interview Lesson Observation
The ability to prepare students for examinations in Speech and Drama and Communication Skills from ages 13-18, and Grades 3 - 8 and beyond.	✓		Application form Lesson observation
The ability to prepare students for auditions for professional stage and television projects, and for entry to conservatoire training.		✓	Application form Interview
Very good teaching, communication and interpersonal skills.	✓		Lesson observation Interview
Excellent written and spoken English.	✓		Written task Interview
Good ICT skills.	✓		Application form
Efficiency and reliability.	✓		Interview
Active support of the ethos and aims of the school.	✓		Interview
Committed to the safeguarding and well-being of children and young people.	✓		Interview

Applications must be made on the school's own form, together with a covering letter or supporting statement addressed to Dr Ben Tait, Director of Drama, and should be sent to personnel@lehs.org.uk. Covering letters should include the preferred number of days work per week, as well as areas of specialism.

CVs will not be considered and should not be submitted.

The closing date is 5pm on Friday 1st June. Interviews will be held on Tuesday 12th June

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