

## JOB DESCRIPTION – 2018

**Job Title:** Resident Graduate – Theatre Arts and Technology

**Reports to:** Head of Drama and Head of Boarding

**Manages:** N/A

**Department:** Drama and Dance

**Hours per week:** Full time

### Key working relationships

Head of Drama  
Curriculum teaching staff  
Students  
Site Staff  
H&S Officer

### Job Summary

The role includes pastoral and boarding duties together with support for the Drama and Dance departments and a contribution to the extra-curricular life of the school. The Resident Graduate – Theatre Arts and Technology will work as part of a team where creativity, technology, innovation and teamwork are core values. The role also includes pastoral and boarding duties in both the senior and junior houses and on a daily basis supporting the Head of House and members of the House Team to ensure the pastoral welfare of all boarders and day students.

### Duties and responsibilities

Key responsibilities will include:

#### Curriculum role - Theatre Arts

- To support the Theatre Arts curriculum
- To support teaching staff and students in the advanced use of technical equipment across Dance and Drama
- To support and assist with students' GCSE/ A Level Practical Work
- Support the department's organisation of major school events – for example the Whole School Production, Annual Open Day, Middle School Productions and Lower School Productions
- To support academic lessons – which may include making, ordering or selecting props and costumes, the preparation of resources, photocopying and giving support in lessons
- In consultation with the Deputy Head Academic, develop links as appropriate with other academic departments; support the needs of particular students and undertaken ad-hoc duties and projects which are reasonably required or are of interest to the Resident Graduate's professional development

#### Curriculum role - Theatre Technology

- Organisation of equipment for performances, events and hobbies
- Technological support for teachers and students in curriculum lessons
- Administrative tasks to include organisation of theatre technology including data handling

- Organising/leading student technical teams involved in performances, concerts, and events.

#### **Curriculum role - Health and Safety**

- Ensure colleagues adhere to the Health and Safety guidelines for the use of school equipment, performance and rehearsal spaces and resources

#### **Pastoral and boarding duties**

The Resident Graduate will be attached to one of the senior Houses in the school and in this regard reports to the Housemaster who will direct and organise the duties of the Resident Graduate. The Resident Graduate will be expected to undertake the following duties:

- Assist with bed-put and wake up in the House
- Assist the Teacher on Duty in the House by being a presence in the duty office – on a basis agreed with the Housemaster
- Support the supervision of prep on an agreed number of evenings
- Assist with administrative tasks related to the smooth running of the House
- Shadow and support the work of one of the team of Tutors in the House, including contributing towards the delivery of the PSHE programme (Your Life)
- Be 'on-call' as an additional adult overnight in the House – at times agreed with the Housemaster
- Contribute to the enhancement of House cohesion and be part of the team of adults providing support and mentoring to students in the House
- Attend Meeting for Worship, Collect and Sunday Meetings on occasions as agreed with the Housemaster
- Carry out any other duties reasonably required of them by the Housemaster
- Assist with morning or afternoon registration if required
- As required, supervise the library during evening/weekend opening hours
- On a rota basis, assist with the running of the hospital rota

#### **Extra-Curricular Activities**

The Resident Graduate will be expected to:

- Contribute to the lunchtime/afternoon/evening and weekend Activities/Hobbies programme by running an agreed number of activities each week (usually 3 or 4 sessions). These are usually agreed with the relevant Head of Department or, in the case of Fryer activities, the Head of Fryer (Lower School).
- Contribute to the programme of Saturday morning activities for boarders on a rota agreed with the Weekend Activities Co-ordinator (usually an average of twice in every three weeks)
- Participate in the school's programme of off-site visits organised by academic departments – in consultation with the Deputy Head, Academic and the Deputy Head

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

All posts will be subject to 3 yearly DBS checks.

The post holder will be required to attend statutory and mandatory training.

**Child Protection and Safeguarding**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.