

Theatre Director in Residence

required for September 2018

About St George's

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 80 students. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA) and is ISC accredited.

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

The size of the School and the approach of the staff mean that girls are known individually and gain confidence from an atmosphere of trust and respect. Each girl is well supported by a close network of teaching and pastoral staff and her creative, physical and imaginative interests are fostered as well as her academic abilities. The staff's main aim is to provide an environment in which learning can flourish and be enjoyed, not just as a means to good examination results but as an education for life. Our longer School day means that everyone can take part in extra-curricular activities and make the most of our facilities. They are given increasing freedom and responsibility as they progress through the School, so that by the time they leave the Sixth Form they are prepared for university life.

Theatre Director-in-Residence

Reporting to the Deputy Head Pastoral, the Theatre Director-in-Residence provides academic and pastoral support to pupils within the boarding community; working with Housemistresses to provide supervision of boarders during weekends and evenings and assisting the Director of Drama.

St George's has three boarding houses:

Markham accommodates pupils in Years 7-10.

Knatchbull accommodates pupils in Years 11 and 12.

Loveday accommodates Year 13.

There are ten resident members of Boarding staff. The Deputy Head Pastoral is in overall charge and is assisted by three Housemistresses who lead a support team of Resident Tutors.

St George's has a vibrant theatre culture and is equipped to offer directors the opportunity to realise their ideas with a fullness rarely achievable outside subsidised Repertory Theatre or the commercial sector. The School mounts a number of productions every year, from classical plays to the best contemporary writing; from bare-stage physical theatre to full-on musicals. The theatre is equipped with state-of-the-art lighting and sound systems; with scenic resources include flying and projection. Productions are well funded and supported by a full time professional Theatre Technician who will enable the successful Candidate to achieve their vision for performance on stage.

The role will provide the successful candidate with:

- A year of stability and income, whilst making contacts and planning future career moves;
- Development of production knowledge through involvement in what is, effectively, a fully equipped and busy Rep Theatre, with near-professional production standards;
- Development of directing skills and teaching skills through working with young people.

Job Description

The School is looking to appoint either:

- Recent graduates from University or Drama School with ambitions to direct; or
- Students at University or Drama School on a third-year placement; or
- Actors/Directors moving from Theatre to Teaching, prior to training or taking up their first full-time position.

Person Specification:

As well as having a background in Drama, the Theatre Director-in-Residence must possess excellent communication skills when dealing with parents, pupils and other staff. They will have a flexible and willing attitude to participate in the boarding life of the School and contribute to the extra-curricular activity programme. They must be a role model whom girls can respect.

Ideally, the Theatre Director-in-Residence will hold a First Aid qualification, appropriate training will be provided.

The following are the key tasks and responsibilities:

Academic Responsibilities:

- Directing the First Year pantomime.
- Co-directing the Upper School Drama performance with the Sixth Form Drama prefect.
- Co-directing the Second Year performance piece in the Summer Term.
- Organising and running Lower School Drama Club, leading to a performance in the Spring Term.
- Liaising with Heads of House and House Drama Captains over House Drama and Drama / performance work for House Parties.
- Acting as Primary School Drama liaison.
- Supporting the Director of Drama and the Director of Music in rehearsals for the whole School musical.

There may be some opportunities to teach/lead workshops with classes, with both the Director of Drama and other Departmental Staff.

Pastoral Responsibilities:

- Supporting the Housemistress with the day-to-day routines ensuring the care of the pupils in the house.
- Communicating effectively with other staff and where appropriate, recording information within the daily information handover log.
- Promoting and safeguarding the welfare of pupils at the School; being fully conversant and compliant with the school's child protection policy and procedures.
- Providing advice and support for pupils concerning emotional, social or behavioural problems they might have; informing the Deputy Head Pastoral if any referral to outside agencies is required; fulfilling the requirements of the School's policy on Child protection.
- Assisting the Drama Department under the direction of the Director of Drama.
- Providing specialist tuition in a specified field, according to qualifications and interests.

- Compiling regular lists of pupils' weekend and travel arrangements and accompanying pupils on their weekend outings as required.
- Contributing to the programme of extra-curricular activities available to pupils at evenings and weekends.
- Attending Chapel, Staff meetings, departmental meetings and other School functions.
- Assisting with the preparation and closing of the boarding house in the periods prior to and at the end of each term.
- Supporting the School's disciplinary policy and, by encouragement and reward, foster an acceptance of the code of conduct of the School; informing the Deputy Head Pastoral in cases of breaches of School rules.
- Carrying out other duties as deemed appropriate by the Deputy Head Pastoral or the Headmistress, subject only to the provision that these duties shall fall within the general aim of the post.
- Participating in training courses, as required.

Terms of service

1. **Start date:** September 2018.
2. **Salary:** £10,320 (gross) over the contract period (1 September 2018 to 4 July 2019); paid in eleven equal instalments, September to July inclusive.
3. **Hours of work:** This is a term time only position, however Resident Tutors are also required to be available to attend INSET days and for periods prior to and at the end of terms. The hours of work during term time are varied and can include weekends. The Artist in Residence will be entitled to at least 24 hours off per week in term time in addition to Exeat weekends, Easter, Christmas and half-term holidays.
4. **Pension:** The successful candidate will be auto-enrolled into the School's Defined Contribution Pension Scheme. There is an opportunity to opt out.
5. **Probationary and notice periods:** The first six months of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. The notice period required by either side to terminate the employment during the contract, will be two months.
6. **Accommodation:** A self-contained flat within the School is provided, suitable for a female. Paragraphs 7 (2) EB of the Sex Discrimination Act apply. This accommodation may be shared with another member of the pastoral staff.

Disclosure and other pre-employment checks

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available on request from the school (office@stgeorges-ascot.org.uk). The supplied references will be taken up and the school may approach previous

employers for information to verify particular experience or qualifications. The successful candidate will be required to complete a medical questionnaire.

How to apply

Letters of application together with the completed application form must reach the school by midday on **Friday 16 March 2018** and be posted to: **Mrs E Hewer, Headmistress, St George's School, Wells Lane, Ascot, SL5 7DZ**. Applications may be submitted by email to headmistress@stgeorges-ascot.org.uk.

Any queries about this post may be made in the first instance to the Headmistress's PA, **Mrs Jacky Witt**, on 01344 629 904 or by email to headmistress@stgeorges-ascot.org.uk.