



King Edward's

W I T L E Y

Job Description – Director of Drama

Overall Purpose

To be committed to excellence in Drama as an essential part of the academic and co-curricular life of the School. This will include achieving outstanding results for students studying GCSE and IB Theatre Arts, and developing further the already strong tradition of drama productions at KESW. In addition to leading staff in the department, teaching and overseeing all areas of Drama and Theatre study, the Director of Drama will promote a lifelong love of theatre as spectator and participant in all students.

Reporting to: Deputy Head Academic and the Director of Co-Curriculum and Leadership.

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Full Time

Main duties and responsibilities

- Delivery of inspirational and informative drama and theatre studies lessons to students across the full age and ability range of pupils at KESW
- Produce and implement departmental strategic plan aligned with the school development plan.
- Production and direction of major School productions ensuring the provision of Lower School (Y7&8), Middle Years and Sixth Form performance opportunities, the House Drama Competition and development of student-led productions
- Arrange regular trips, workshops, master-classes and visiting productions
- Management and supervision of staff teaching Drama within the curriculum and external staff delivering private lessons and examinations
- Supervision of Drama Scholars programme (entry and ongoing programmes of study)
- Encouragement of and support for pupils applying for external drama activities (e.g. National Youth Theatre, UCAS applications to universities and drama schools)
- Liaison with Barrow Hills School to share resources and activities where appropriate.

Teaching and Learning

- Contribute to the development of the aims, policies and administrative procedures of the School, attend Heads of Department meetings and hold regular departmental meetings
- Establish clear teaching programmes for KS3, GCSE and IB
- Identify areas for professional development and participate fully in the appraisal process and effective sharing of good practice within the Department
- Keep up to date with curriculum developments related to the subject, communicating these to senior management and staff in the department

- Develop imaginative and effective use of ICT in both curricular and co-curricular drama
- Liaison and partnership with other departments where appropriate
- Attend Parents' Conferences
- Monitor quality of teaching and learning through observations and work scrutiny

Co-curricular

- Develop a strategic plan for co-curricular Drama as one of the major co-curricular Heads of Department
- To contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school according to skills and enthusiasm be that in sports, arts, community and other activities.
- Tutoring - to take responsibility for the academic progress and overall welfare of a group of approximately 16 students
- To contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups.
- Although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff participate in one way or another.

The above is not intended to be an exclusive list of tasks and only outlines the primary tasks expected. Any other duties may be expected as appropriate to the post holders grading and ability. This post is subject to an annual performance review. This job description will be reviewed as appropriate in consultation with the post holder, the post holder should expect some further adjustments to responsibilities to account for the integration of Barrow Hills School.

Person Specification

Essential

- An honours degree in a directly related subject
- A teaching qualification, such as a PGCE or recognised equivalent, or equivalent experience
- The ability to teach up to up to GCSE and A-level/IB
- Enthusiasm and commitment to high quality, inspiring teaching
- Demonstrate enthusiasm and passion for the role and convey this to all with whom he/she comes into contact
- Extensive experience of directing and producing drama productions
- Will be comfortable with the delivery of the curriculum through IT
- Will be willing to contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school
- Knowledge of the legislation regarding schools related to the role of the post holder.
- Excellent verbal, written and numeracy skills.
- Ability to work on own initiative.
- Ability to manage workload and priorities as well as tracking progress on a wide range of tasks.
- Ability to prioritise and work to deadlines with a 'can do' attitude.
- Knowledge of the Data Protection Act 1998.
- Excellent interpersonal and communication skills, be that written or oral.
- Unflappable and highly flexible, a team player with a good sense of humour.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for the sympathy with an educational environment and the aims of KESW in particular.

Desirable

- The ability to deliver lessons in a second subject area.
- Previous experience of teaching IB would be an advantage

Drama and Theatre Arts: The Department

Most recently, Drama has been delivered through the English department, but as pupil numbers and interest in Drama increase, a decision has been taken to develop Drama as a separate department in the School. We benefit from an enthusiastic and well-qualified staff, including trained actors and colleagues with extensive experience in teaching GCSE Drama and IB Theatre Arts. Drama is taught throughout the school and is a popular option at both GCSE and Sixth Form level. Additionally, a large number of students take advantage of LAMDA lessons in which the School has a great record of success. Students are regularly offered places on drama and theatre courses at both universities and drama schools.

Performances are produced mainly in the Charter Hall, a purpose built venue seating around 400, which has full technical capabilities which are currently in the process of further upgrade and modernisation. The School also benefits from numerous alternative performance venues including a Dance & Drama studio, Recital Room, Exhibition Hall and other multi-purpose spaces.

In addition to performances for exam-based courses, the Director of Drama will be responsible for production and direction of a range of performances from large scale musicals and plays to student-led productions and the annual House Drama Competition. The Director of Drama will also supervise the provision of LAMDA lessons and liaison with external staff delivering private lessons. The Director of Drama will be able to draw on the technical skills and expertise of the Estates and ICT departments to support technical requirements.

The Post: -

As the leading subject professional, combining enthusiasm, expertise and energy with a clear sense of vision and first rate administrative skills, the Head of Drama is central to the delivery and organisation of the academic curriculum. He or she inspires and motivates the members of the department to share good practice and to aim for the highest standards so that all pupils receive an excellent educational experience. Ensuring a close relationship between departmental development and whole school development is a key element of the role.

The School offers the IB Diploma and A Level in the 6th Form, and while the ability to teach to 6th Form Level is essential, prior experience of both the IB and A-level is not required as full specific training will be given. Full-time teachers have a normal teaching timetable of 46 (out of 60) periods per fortnight with some remission for Heads of Department. All teachers contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups and the like. Additionally, all full-time teachers have responsibility for a tutor group of around 16 pupils; in the Middle School (Years 9, 10 and 11) a vertical tutoring system operates where tutor groups contain pupils from all age groups, while Sixth Form tutor groups are separate. All full-time staff also contribute to the co-curriculum according to their skills and enthusiasm: at King Edward's a very wide range of sports, arts, community and other activities is offered. Although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff participate in one way or another.

Terms and Conditions: King Edward's has its own salary scale, which provides generous remuneration. Single or family accommodation may be available at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's and Barrow Hills Schools as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, the School is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £20m which provides for children in need of a boarding style of education. In 2016-17 the foundation provided support to over 100 pupils to attend the School.

King Edward's School is a co-educational boarding and day school for around 420 pupils, around 62% of whom are boarders. It caters for broadly equal numbers of boys and girls, with main entry points at 11+, 13+ and Sixth Form.

Around 35% of students are from abroad, from over 40 different countries. There is a Sixth Form of 180, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2010 a move to the International Baccalaureate as its sole Sixth Form curriculum, only recently reversed with the advent of the reformed linear A-levels: King Edward's is among the top 10 co-educational IB schools in the country and the Headmaster is a member of HMC. In its latest ISI inspection in 2015 the School was judged to be "Excellent" in every area.

Further details of the School are to be found in the Independent Schools' Year Book, or on our website www.kesw.org.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by taxi from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's School Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----

Job Level:

Job Function: