

Habs

HABERDASHERS'
GIRLS' SCHOOL



Teacher of Drama

CANDIDATE INFORMATION

Overview

Founded in 1875, Haberdashers' Girls' School, Elstree is a leading independent day school for girls aged 4–18. The School's academic results place it amongst the highest-ranked schools in the UK.

It provides a challenging, positive, stimulating and secure community in which students enjoy working hard to fulfil their potential. The co-location of the School with Haberdashers' Boys' School provides the best of both worlds: an excellent single-sex education within a co-educational environment.

The School traces its roots back to the 17th century when its founder, Robert Aske, established the principles that guide it to this day - to give talented and ambitious young people the opportunities they need to succeed in life. Its priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, it aims to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she needs to give her confidence to go forward in a changing world. The School is a diverse community which nurtures a global perspective and a deep sense of responsibility for the world in which its pupils will lead and succeed. Its excellent pastoral care, broad academic curriculum and far-reaching co-curricular provision prepare students for success, wherever their passion may take them.

Today the School educates approximately 1,250 girls from the age of 4 to 18, including 320 in the Junior School and 220 in the Sixth Form. Admission to the School is by competitive selective assessment, and students enter at 4+, 7+, 11+ and 16+.

On its most recent visit in March 2022, the Independent Schools Inspectorate rated the School "Excellent" in all areas, click [here](#) to view it.



The *Site*

The School occupies purpose-built facilities in a superb setting: 100 acres of playing fields and grounds, all within easy reach of North London.

The School operates an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west. The original school buildings date from 1974, but since then, there has been an ongoing programme of development.

Recent additions include a Forest School for the youngest students and state-of-the-art Science laboratories in the new STEM building. In recent years, new facilities have included the Learning Resources Centre, Performance Space, Sixth Form café and Dining Hall.



Co-location

One of the distinctive features of the School is the fact that it is co-located with Haberdashers' Boys' School, and many families have children at both schools.

Run separately, but enjoying the advantages of the same site, it offers a distinctive learning experience - the very best of single-sex education in a truly co-educational and collaborative environment. Across the whole age range, close links are forged with the Boys' School counterparts. In the Sixth Form, the Schools run a joint Enrichment programme to supplement the curriculum.

Since September 2022, co-educational teaching has occurred across the subject range at A Level: each child undertakes at least one subject in a co-educational class. The Schools work closely together on extra-curricular and co-curricular levels, with joint trips, concerts and clubs taking place across the age ranges. Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities.



Academic Results

The School's outstanding results at all levels reflect the hard work and commitment of its students and the staff who support them.

The majority of students go on to study at leading British and American universities and medical schools, including Oxbridge, each year - see "Results and Destinations" [here](#).



Pastoral Care

Every adult in the School has a responsibility for the students' well-being, welfare and security, and there are many layers of care in place.

The Pastoral Team is led by the Deputy Head (Pastoral), Assistant Head (Pastoral), and the Heads of Section, who work closely with Form Tutors, Pastoral Prefects, the School GP and Nurses, a Counsellor and the Individual Needs team. The provision of pastoral care is designed to help students make decisions and to care about others within the framework of a very diverse community.

A programme of PSHCE (personal, social, health and citizenship education lessons) covers important issues of self-development and allows pupils to reflect on their responsibilities to each other and the wider community.

In Year 7, students are carefully allocated to form groups loosely based around where they live. These form groups are re-constituted in Years 9 and 10 to enable the students to make new friends across the School's wide catchment area. Comprehensive pastoral, tutorial and guidance systems support the educational and personal development of the girls. All students are placed in one of six Houses named after former Headmistresses of the School. Houses offer opportunities to work within vertical groups across all year groups, promoting resilience and fun, team spirit, competitive edge and opportunities for leadership.



Co-curricular *Life*

The School offers a broad and stimulating co-curricular programme, enabling a wide range of artistic, cultural, outdoor and sporting opportunities for all its pupils.

There are over 160 Clubs and Societies, as well as regular Drama performances and theatre visits. The School's rich musical life comprises a number of choirs, orchestras and ensembles. There are daily opportunities for recreational and representative sport. Outdoor pursuits include the Duke of Edinburgh Award scheme and CCF. Other representative options include Model United Nations, the European Youth Parliament and debating. Students enjoy many volunteering and charitable initiatives, and there is an annual programme of national and international trips and visits with over 90 planned this academic year.



Staff Team

The school's staff is drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire.

This strong community comprises 220+ employed staff (teaching and non-teaching), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students and are committed to supporting the provision of co-curricular clubs, House activities, school trips and other events. The School supports the continuing professional development of its staff. As well as external INSET courses, a full and varied programme is offered in-house. There is a well-established performance-related pay programme which is closely linked to the professional development programme. The School supports staff in gaining relevant qualifications such as ISQAM, QTS, PhD, as resources allow.

All new staff attend an induction programme of 30-minute weekly meetings with the Assistant Head Academic offering practical sessions to ease the transition to a new school. New staff are also assigned a staff buddy from outside their subject areas. The School has its own pay scale and, at the discretion of the Headmistress, salaries are above the National Pay Scale.

The Senior Leadership Team comprises the Head, the Principal Deputy Head, the Deputy Head (Academic), the Deputy Head (Pastoral), the Deputy Head (Admissions, Co-Curricular and Events), the Assistant Head (Academic), the Assistant Head (Pastoral) and the Head of Sixth Form.

More information is available [here](#).



The Haberdashers' *Family*

The Elstree Schools (Habs Girls and Habs Boys) are part of the Haberdashers' Company and, as such, form part of a wider family of schools in both the independent and state sectors across England and Wales.

Between them, these schools operate across the grammar, academy and independent sectors, educating children at primary, prep and secondary ages, with both boarding and day provision. There is active sharing of best practice at multiple levels between all four main 'hubs', and the Company is a recognised voice on the national educational stage. More directly, the Haberdashers' Company is highly engaged in the work of the Elstree Schools in a number of ways, including deputations, the provision of Governors and charitable funding, and cross-hub events in music, sport and other co-curricular activities.

There is ongoing work to deliver "The Haberdashers' Advantage programme", leveraging the enormous Haberdashers' community across all the Schools to benefit students with mentoring, admissions advice, charitable support, character development opportunities and cross-hub experiences.



Our Strategy

Habs Girls and Habs Boys now have a shared vision, mission and strategy for the future.

Following an extensive and far-reaching review, the Governing body of our two schools have developed an exciting and ambitious strategy. The strategy is designed to ensure our students flourish in an increasingly global and technologically driven workplace. One of our key strategic imperatives is maximising the benefits of colocation of the Girls' and Boys' Schools.

We work together, offering the best of single-sex education in a co-educational environment, together with a rich co-curricular programme; with joint trips, concerts and clubs taking place across the age ranges.

Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

Since September 2022, all Sixth Form students have had joint lessons in at least one of their A level subjects. These lessons will be taught at either the Boys' or at the Girls' School. This is a unique and exciting opportunity, which has enabled us to maximise our resources and ensure all Habs students leave fully prepared for the modern world.

Read more about our strategy [here](#).

Watch our Meet The Heads video [here](#) and Profound Impact films [here](#).



The current strategic priorities for attainment between 2025 and 2030 are:



Aim 1: Learning

We will provide the most exciting, challenging and innovative experiences – bringing a sense of magic and wonder to learning. We will prepare students intellectually, emotionally, socially and technologically to carve out the futures they want. They will become lifelong learners, capable of endlessly adapting to an ever-changing world.



Aim 4: Partnerships

We will 'open our gates' and expand our horizons, engaging more deeply with a wider range of communities, institutions and individuals – locally, nationally and globally. This will deliver mutual opportunities for discovery, adventure and progress.



Aim 2: Caring

Every student will be valued for who they are as a unique individual. They will know that Habs always offers kindness and encouragement and that we will proactively nurture and support them. We will also ensure that they understand the importance of protecting and developing their own wellbeing, spirituality and independence.



Aim 5: Talent

Our reputation will draw the brightest students to us. We will also become an inspirational, diverse and inclusive 'destination employer', attracting world-class teaching and professional services staff. We will retain this talent through excellent personal and professional development opportunities, a strong sense of belonging, and mutual support and respect.



Aim 3: Exploring

The depth and breadth of our co-curricular programme will be unmatched, offering superb opportunities for each student to excel academically while also pursuing their personal interests and talents. Students will be capable of being both team players and leaders, developing their resilience, self-awareness and confidence they need to take risks and cope with the outcomes.



Aim 6: Campus

We will be a responsible 'custodian' of our historic campus to create an outstanding learning and working environment for students and staff. We will reimagine education by being a responsible custodian of our campus; supporting and developing existing buildings and facilities; investing in state-of-the-art, environmentally sustainable facilities which can flawlessly support the delivery of our other aims.

Find out more [here](#).

The *role*

The Drama department at Habs is a vibrant and dynamic part of school life, with good numbers taking the subject through to GCSE and A Level each year. Sixth Form lessons are taught co-educationally with students joining lessons from the Boys' School. The department contributes widely to the co-curricular life of the school with students taking part in the Senior and

Middle School productions that take place each year. Students also perform on stage outside of school at local theatre festivals. We also have a vibrant programme of workshops and events for our Drama Scholars, who join the school at 11+.

Plan for and keep records of the teaching of all classes, as allocated by the Head of Department, considering;

- The ambition we have for our pupils and their own aspirations.
- The promotion of intellectual curiosity and courage as our pupils learn.
- Ambitious and stimulating application of schemes of work and relevant syllabuses.
- The inclusion of all pupils, regardless of age, ability, or individual needs.
- The range of cultural representation within teaching sets and the wider community.
- Any health and safety considerations relevant to the teaching environment.
- Policies of the department or departments.
- Community: a willingness and ability to establish positive relationships with teaching and non-teaching staff, pupils and parents, demonstrating high levels of cultural humility
- Able to establish a safe environment for pupils, rooted in mutual respect.
- Set and mark challenging and ambitious work, as appropriate for the pupils and subjects taught, in line with the School and Department assessment policies.
- Monitor and assess the progress of pupils, recording marks and writing reports as required.

Work collaboratively as part of the Department team, including:

- Keeping abreast of new developments in education.
- Monitoring progress through schemes of work.
- Keeping up to date with syllabus requirements.
- Updating schemes of work as appropriate.
- Share in the assessment of pupils' progress.
- Take active part in professional development and complete appropriate training courses as required, maintaining professional curiosity and ambition.
- Keep abreast of all safeguarding responsibilities and actively protect the welfare of pupils.
- Share in pastoral responsibility for all pupils in the school, supporting the whole community in being the best possible version of itself.
- Take particular pastoral responsibility for those pupils in tutor or teaching groups.
- Liaise with pastoral staff as necessary.
- Maintain high levels of discipline with tutor and teaching groups and support the upkeep of whole-school standards of behaviour.
- Carry out supervisory duties as required, upholding standards of conduct and appearance at all times.
- Play an active part in the wider aspects of school life, including meaningful co-curricular activities.
- Remain always vigilant with regard to health and safety matters in order to protect all members of the community.
- Attend staff and department meetings and participate in working groups as required.
- Attend assemblies and as reasonably required, other School functions.
- Report fully on the progress of pupils when required, including at parents' evenings.
- Take active part in the Performance Management process.
- Maintain a full understanding of all relevant policies. In addition to the above, the postholder will carry out any other professional duties as reasonably required by the Head.

Experience, Skills, Qualities

Haberdashers' Girls' School values its teachers. It expects the highest level of professionalism and knowledge of their subject area, and an ability to communicate their passion for the subject to its students. Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

Applications are welcomed from well-qualified, enthusiastic, and reflective teachers who share our ethos to educate the whole child.

Personal qualities

- A strong role model for pupils
- Ambition: high professional standards and expectations of pupils and yourself; comfortable working at a fast pace with intelligent and articulate young people
- Curiosity: a personal love of learning; an ability to think creatively and demonstrate initiative; a willingness to learn new approaches to teaching, pastoral care and co-curricular delivery
- Courage: a willingness to take risks and model intellectual courage; strong personal principles and the capacity to handle complex situations with calm and care as they arise
- Community: a willingness and ability to establish positive relationships with teaching and non-teaching staff, pupils and parents, demonstrating high levels of cultural humility
- Able to establish a safe environment for pupils, rooted in mutual respect

Knowledge and Experience

- Strong passion for the subject and its energetic and accessible delivery in the classroom
- Strong interpersonal and communication skills
- Ability to deliver engaging and inclusive lessons that support, stretch and challenge pupils of all backgrounds, abilities, needs and dispositions
- An ability to present information clearly, adapting style to suit individual situation and needs
- An ability to inspire confidence in the pupils so that they may ask questions and articulate their own understanding
- Excellent numeracy and literacy skills
- An ability to analyse data and to report on the outcomes clearly
- Able to contribute significantly to the wider life
- The ability to prioritise effectively
- Competence in the use of ICT to support teaching and learning and as a data tool
- Excellent time management and organisational skills with a high level of efficiency, planning and foresight
- The capacity to work accurately under pressure with attention to detail and adapt to unfamiliar situations

Education, Qualification

- Strong sense of scholarship in all taught subjects
- Strong, degree level qualification directly relating to the main subject(s) to be taught
- 3 A-Levels at grades C and above (or equivalent) Successful candidates generally exceed this requirement.

Remuneration

Haberdashers' Girls' School is one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and, specifically, with the independent sector.

- A competitive salary, commensurate with the candidate's experience and the size of the School
- Free lunch and refreshments during term time
- Approximately 17 weeks holiday per year
- Free onsite parking or access to travel on the schools extensive coach network
- Additional life insurance cover, access to Employee Assistance
- Provision of a laptop
- Financial assistance for obtaining further qualifications
- Free access to sports facilities and well-being programmes for staff
- Extensive professional development training opportunities
- 50% discount on school fees for children at any of the Elstree Schools



Application *Process*

Haberdashers' Girls' School is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check.

Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

If you would like to visit the School before submitting an application, please do contact the School.

Closing date: 31st May 2024

We are reviewing applications as they arrive and we reserve the right to close the vacancy before the deadline, so please apply as soon as possible.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The Haberdashers' Elstree Schools are an equal opportunities employer and welcome applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience).

All applicants should read the Schools' safeguarding policy (available [here](#)) and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

N.B. Safer recruitment checks will be made at all stages of the recruitment process.