

**APPOINTMENT OF
PERFORMING ARTS
COORDINATOR**

**CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**



WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

At Sir William Perkins's School, academic success is always our priority, but education should be about far more than achieving top grades. We believe in educating the whole person and equipping our students with the confidence to make their mark on the world. We challenge each student to explore their potential through academic aspiration and active participation and we teach our students to expect Great Things of themselves, because we know every individual is capable of Great Things.

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

**GREAT THINGS
EXPECTED**



“
**EXCELLENT RESULTS
ACHIEVED WITH
A BIG DOLLOP
OF HUMOUR,
HUMANITY AND
FREEDOM OF
THOUGHT.**
”

The Good Schools Guide

OUR AIMS

The School's Aims are to:

Inspire excellence in academic standards
Give the student the confidence to enjoy learning, the resilience to learn from mistakes and to cultivate good habits of work

Help each student:

Develop fully as an individual with integrity
Refine creative and practical skills
Gain the qualifications they need to embark on, and succeed in their chosen career
Think independently
Be a confident, responsible and unselfish member of the community

A SWPS student is encouraged to be:

Curious about their world and their future
Ambitious for themselves and for others
Generous with their thoughts, their gifts and their time

**GREAT THINGS
EXPECTED**

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent results achieved with a big dollop of humour, humanity and freedom of thought".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



**GREAT THINGS
EXPECTED**



THE POSITION

Term-time only position plus 10 days during the School holidays
Accountable to the Head of Department

**GREAT THINGS
EXPECTED**

THE PURPOSE OF THE POST

The job description is designed to give an overview of the tasks and responsibilities for this role, and it is not intended to be exhaustive. The Line Manager will meet annually with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the School. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

MAIN DUTIES AND RESPONSIBILITIES

Lighting and Sound

Recruit and run crew for events, productions, Drama examinations

Rota crew for assemblies

Set up and de-rig equipment for parents' evenings

Set up equipment for School events including, but not limited to, Parents' Association events, Sports Day, music concerts and so on

Design, rig and run theatrical lighting and sound for concerts, productions, and other School events, for example Senior Awards

Train and monitor students to use lighting and sound equipment

Maintain lighting and sound equipment

Dvec

Recruit and run crew for events, quite often multi-camera shoots (four camera), training and overseeing students setting up and clearing camera equipment

Offer video editing club as a co-curricular activity, training students in filming and editing techniques

Maintain video equipment and microphones

Run relevant workshops for Art department students

Arrange crew to film and edit School productions, producing a DVD for families and friends

Support the Director of Music to video record ABRSM examination digital performances

In consultation with the Director of Marketing and Admissions produce, film and edit (managing camera footage, dialogue, sound effects, graphics and special effects) a variety of promotional material including, where appropriate, selected school events

Drama

Support Drama teachers and department with administrative support including entering Speech and Drama lessons onto central register

Organise theatre trips/workshops/screenings

Occasionally provide cover for Drama teachers

Provide technical and practical support for lessons and exams

Working with the Drama department, produce school Drama productions including recruiting and organising student crews

Support and train students in theatrical management (production / stage management etc.)

Provide technical support for Drama productions, such as organising props, costumes, makeup, front of house, catering, ticketing

Organising necessary facilities within the school, liaising with the facilities teams to ensure minimal impact on the school's day to day running

Maintain costume/props cupboard

School-wide

Provide marketing opportunities and liaising with feeder schools and the local community through school events

Run Saturday workshops, in a chosen area of their specialism, at least once a term



PERFORMING ARTS COORDINATOR

PERSON SPECIFICATION

**GREAT THINGS
EXPECTED**

QUALIFICATIONS AND EXPERIENCE

Good general level of education: GCSE or equivalent passes in Mathematics and English

Qualification related to Performing Arts would be a significant advantage.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the workings of theatre, front of house, lighting and sound, digital editing, stage management would be advantageous

Ability to demonstrate organisational and administrative aptitude

Ability to work both as part of a team and independently to meet the requirements of the Drama department

PERSONAL

Able to communicate confidently, easily and effectively with both young people and adults

Commitment to the aims, ethos and objectives of the School

Reliable and dependable

Good listener and communicator

Able to adapt communication skills to a wide range of people, from students to parent/ carers

Flexible, patient with calm disposition

Professional and with integrity

Dedicated and hard-working

An effective team-player, happy to get involved

Adaptable and reflective

Kind, positive, enthusiastic and with a good sense of humour

Previous experience working with young people would be desirable, but not essential

SAFER RECRUITMENT

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure





WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate

Fee remission

Membership of group personal pension scheme with life assurance cover for non-teaching staff

Learning and development opportunities

Access to Employee Assistance Programme (EAP)

Free lunch during term time, when working hours permit

Limited staff parking and secure bike sheds

Free use of school gym at specified times

On site fitness sessions for a small fee

Strong tradition of on-going financial investment and development

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all

Staff Social Committee

Warm and engaging working environment and an excellent staff room

Access to a staff discount platform



JOIN US

APPLICATION

Applications should include a personal statement and are made through the School's website at www.eteach.com/careers/swps/

DEADLINE

Applications will be considered on arrival and the School reserves the right to interview and appoint at any time

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school

**GREAT THINGS
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SCHOOL

Guildford Road, Chertsey, Surrey KT16 9BN
01932 574 900 office@swps.org.uk swps.org.uk