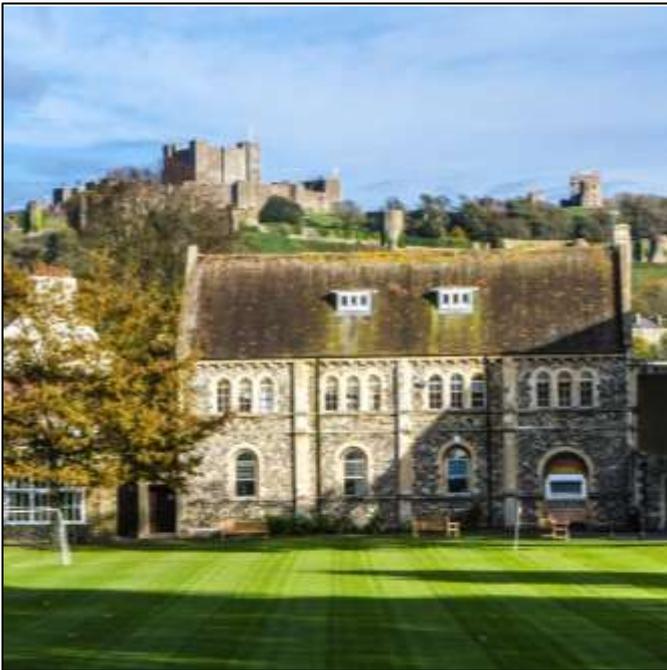

Candidate Information

Head of Drama

April 2020



Background information on Dover College for applicants

The College was founded in 1871 by local businessmen as a school principally for the local children, but has since developed an international pupil base. Dover College was one of the first schools considered a “Public School” as evidenced by its inclusion amongst only twenty-five other such schools in the first edition of the Public Schools’ Yearbook published in 1889. Dover College maintains the original characteristics of its inception – a school which caters not only for a broad range (both academically and socially) of local pupils, keeping its fees affordable to achieve this, but also caters for a significant minority of pupils from overseas. It is a school with an ethos based in regular worship in Chapel, in the Church of England traditions, and this reinforces the ethos of friendliness and openness that is now well established – it is very much part of the value of a Dover College education. Dover College has nearly always had a Junior School of some description, first at Westmount on the Folkestone Road and more recently opening a new Junior Department in 2001 and in 2011 opening on the same site as the senior school when it was renamed ‘The Junior School’. In September 2019, as part of the Project 150 development, The Junior School was renamed ‘The Dover College Prep School and Muddy Knees Nursery.’

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases, their parents were here too. Pupils and parents are very loyal and supportive of their school. We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. Good academic results are not enough: we seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them. We expect pupils and staff to be sympathetic to our Christian ethos and values, although we welcome and value those of other faiths too.

Our curriculum, which underwent a root-and-branch review as part of the College’s development plan, Project 150, is creative, well planned, wide ranging

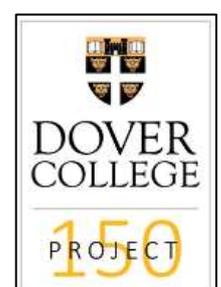
and enriching. Its balance and focus on individual development helps us to stimulate an enquiring mind, establishing key skills and a wealth of experience in our pupils that will be of great benefit to them for the future. The College gains outstanding results at A Level and BTEC with excellent value-added results at GCSE.

We understand that a well-rounded education is about more than what happens in the classroom or on the sports field, and that is why we offer and encourage our pupils to participate in a wide variety of outstanding extra-curricular opportunities. Dover College enjoys an excellent reputation for a broad range of sport, games and other activities and opportunities. We seek to stretch the most able, whilst providing opportunities for all pupils to undertake an activities programme which aims to provide them with enjoyment, confidence, skills and fulfilment.

Drama, Music and the Creative Arts form a pivotal role in all that we do. The school choir and dramatic performances encourage pupils to express themselves through the Creative Arts. We offer after-school care for day pupils until 17:00 and work hard to ensure that our boarders are given all the opportunities they need to have experiences that are full and varied. We believe that providing such opportunities helps to develop self-esteem, and encourages important life skills such as leadership, teamwork, commitment and determination, as well as cultivating a sense of duty and understanding of others. What happens outside the classroom also has a positive spin-off in lesson time, helping to engender an ethos of mutual respect between teachers and pupils. The successful candidate will be expected to contribute to current activities and initiatives and to develop new ones.

Candidates are encouraged to clearly celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information, please visit:
www.dovercollege.org.uk



The Role

Job title	Head of Drama
Start Date	April 2020
Reports to	Director of Studies
Salary	Competitive, dependent on experience
Location	Dover
Contract type	Permanent
Contract term	Full-Time

Are you prepared to think differently?

Dover College is seeking to appoint a highly motivated, ambitious, determined and inspirational Head of Drama who can communicate a passion and enthusiasm for creativity to young people that extends well beyond the classroom.

The Head of Drama will be a Drama specialist with a good understanding and love of Drama and Performing Arts and how it is delivered in the curriculum. This role will work in conjunction with the Director of Music and Head of Media, and will be instrumental in developing our creative and drama provision at the College as well as central to the planning and development of Creative Arts as laid out in the College's development plan, Project 150. The post holder will introduce new Drama subjects across the Senior and Prep School.

The successful candidate will be a well-qualified educationalist who aspires to Senior Leadership, is committed to excellence and lifting the College's reputation in Drama in its Senior and Prep Schools.

For an informal discussion about the role, please contact the Headmaster on 01304 244501.

An application form may be downloaded by visiting the School's website www.dovercollege.org.uk. Completed application forms should be accompanied by a covering letter addressed to the Headmaster, Mr Gareth Doodes (CVs will not be considered without a fully completed application form) and should preferably be emailed to headmaster@dovercollege.org.uk.

Alternatively, applications can be posted to: Mr Gareth Doodes, Headmaster, Dover College, Effingham Crescent, Dover, Kent, CT17 9RH

The College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS clearance and satisfactory employment references which the College will endeavour to take up prior to interview. Dover College reserves the right to close applications early and make an appointment at any stage.



Closing date:

Thursday 21st November 2019

Interviews:

**27th and 28th November 2019 at
Dover College**

Job Description

Title Head of Drama

Reports to Director of Studies

Role

The successful candidate will build on the outstanding reputation of the Drama department in delivering a wide range of opportunities for all pupils to be involved in performances in the school, and will nurture the talents of the top pupils in delivering performances of the highest quality. He or she will lead the extra-curricular Drama provisions and shape the direction of the Drama at the College.

Key Responsibilities

- Lead the provision and administration of a rich and varied programme of Drama across the College;
- Form a pivotal role in the future development of the Drama, Media and Music department and show strategic vision, liaising with the Senior Management Team as appropriate;
- Provide inspirational teaching with the Drama department and help foster excellence in all that the department does;
- Work in conjunction with the Director of Music and Head of Media, including involvement in recruitment, professional development and appraisal of all Drama, Media and Music staff;
- Oversee the calendar of dramatic and music events through the year and liaise with other teaching and support staff to ensure those events run smoothly;
- Collaborate closely with the Director of Music and Head of Media in the staging of musical productions;
- Teach across other subjects under the guidance of the Heads of Department.

The Head of Drama is responsible for the smooth running and success of all academic and co-curricular Drama at Dover College and for providing the artistic vision, which will inspire all those who work in the theatre.

Specific Responsibilities

The role has a number of specific areas of responsibility, each of which is a key component of the job:

Strategic Direction and Development of Drama at Dover College

- Contribute to whole school policy-making and strategic planning as required by the Headmaster;
- Prepare, monitor and update annual departmental plans;
- Take the lead in ensuring the school policies and strategies are embedded in schemes of work and departmental plans;
- Encourage pupils of all abilities to contribute to the Performing Arts.

Leadership and Working with Others

- Work in conjunction with the Director of Music, and other staff involved in the Drama and Music Performances at the College ensuring that they have clear expectations of their roles, establish positive relationships with pupils and staff and ensure that high performance standards are achieved and maintained;
- Empower members of the department to develop their leaderships potential to ensure continuous improvement within the department;
- Lead the department's Department Development Plan in line with the school vision and objectives as outlined in the school development plan, Project 150.
- Work across the Creative Arts subjects at times of stretch.

Teaching and Learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential and equipped for life beyond school;
- Exemplify in own practice, the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department;
- Keep up to date with developments in subject area and education, in general, to ensure that

best practice is adopted within Performing Arts.

Extra-Curricular Drama

- Actively promote interest in Drama outside the immediate physical and timetabled confines of the department, with a special focus on House Plays and House Drama in the Senior School and individual Prep School productions;
- To be creative with performance planning so that students have different challenges and experiences during their school careers;
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events;
- Work with the relevant members of staff to support College events;
- Organisation of a range of extra-curricular activities in Drama throughout the school, encouraging a range of students to attend;
- To encourage representative achievements, putting forward pupils for regional and national representation as appropriate.

Marketing and External Links

- Actively promote Drama and Performing Arts within the college community to encourage pupils' interest in the subject area;
- Contribute to the positive promotion and marketing of the College in the local and wider community, including effective liaison with feeder schools, and fostering links with competitor schools and dramatic associations;
- Support school marketing events, both in person and by arranging appropriate solo and group performances by the pupils;
- To review and update all literature about Drama at Dover College;
- Lead the department's contribution to marketing events and external links.

Management of Resources

- Monitor and control the Drama department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources;
- Use the accommodation to create a stimulating learning environment;
- Identify future resourcing needs and aspirations for the Drama department for

consideration in the school budget planning process;

- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

Monitoring, Evaluation and Assessment

- With support from the Director of Studies, ensure that within the department, individual pupil progress is regularly assessed, recorded, reported and used to inform future teaching.

Training and Development

- As a lead professional, set personal targets and take responsibility for own continuous professional development;
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

It should be recognised that the position of Head of Drama brings with it the need to be flexible. This list should not be seen as exhaustive, and other tasks may be added at the discretion of the Headmaster, Deputy Head and Director of Studies.



Person Specification

Head of Drama

Essential Criteria

- An excellent degree in Drama, having spent time either as a Head of Department or an experienced practitioner in a large school;
- Possess an impressive track record of GCSE and A Level results;
- Demonstrate outstanding classroom practice capable of inspiring pupils with a love of the subject, with an innovative, imaginative approach to teaching and learning;
- Show evidence of an ability to contribute to whole school thinking on the co-curriculum and the processes of learning and teaching outside the classroom;
- Display evidence of an inclusive approach to Drama education and Performing Arts provision, and an interest and competency in a wide range of dramatic styles;
- Demonstrate a clear and comprehensive understanding of the contribution of Drama to the school's wider development and improvement;
- Show evidence of a recognised ability to motivate and encourage participation in Drama by both pupils and staff;
- Provide evidence of an ability to command the respect of pupils, staff and parents, and to establish clear expectations and constructive working relationships with staff, parents and pupils;
- Display excellent interpersonal skills, oral and written communication skills to engage with pupils and the wider College community;
- Display an ability to work effectively as part of a team and also to be able to work independently;
- Demonstrate strong organisation and administrative skills;
- Provide evidence of confidence, tenacity, flexibility and adaptability with passion, energy and commitment to learning outside the classroom;
- Demonstrate high level emotional intelligence with a sense of humour and an enabling attitude;

- Display a drive and determination for delivering success;
- Provide evidence of a proven ability to understand the need, challenges and opportunities in an independent school boarding community;
- Display strong IT skills and a proven ability to embrace new technology.

Guidance for Applicants

- Post graduate qualifications, a master's degree or post graduate diplomas;
- Experience of participating in or leading a whole school initiative;
- A strong background in performance training, in order that they may help coach performance skills and deal effectively with performance anxiety;
- Evidence of a continuing interest in performance.

In order to arrive at a decision, the selection panel may enhance any or all of the desirable criteria.

Life is a very full and rewarding one in a boarding school and the successful applicant will have every encouragement to contribute to this through the extra-curricular programme (Sport, Drama, Societies etc.). Virtually all teachers are Tutors within the House structure at the College. The College has its own salary scale and offers a generous fee remission for the sons and daughters of staff.

The offer of the role would be made subject to receipt of references, proof of relevant qualifications, prohibition from teaching and management positions check, enhanced Disclosure and Barring Service (DBS) check, overseas check if appropriate and pre-placement medical assessment that are all satisfactory to Dover College. Proof of entitlement to work within the United Kingdom will be required. Suitability for the post will be measured through application form, interview, supporting evidence (e.g. certificates, portfolios etc.) and references undertaken. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

About Dover College

Dover College is one of the UK's leading independent co-educational day and boarding Colleges catering for children from the ages of 3 to 18. Our pupils originate from both the local area and from abroad and the College is proud that of its inclusive ethos. Located in beautiful surroundings in the heart of Dover, the College is entering an exciting phase of development and each employee will play a part in helping the College meet its development plan.

Information about Dover and Kent

Dover College is situated at the gateway to Europe in what is arguably one of the most beautiful and undiscovered parts of the UK. An hour by fast train to London and with direct access to the UK motorway system, Kent is a beautiful place to live. Dover town is going through an exciting period of regenerations, and the College is intrinsically involved in this process. In Dover, the White Cliffs provide breath-taking walks along a cliff-backed beach or a cliff-top trail to the South Foreland Lighthouse, the National Trust Visitor Centre and Samphire Hoe.

Overlooking the Port of Dover, Dover Castle is alive with vibrant furnishings, every day artefacts and costumed actors. The audio-visual displays of the castle's Secret Wartime Tunnels evoke an underground hospital and the retreat from Dunkirk. Meanwhile, the Dover Museum provides a new twist on cross-channel ferries; a 3000-year-old, sea-going Bronze Age boat.

In Deal, 20 minutes north of Dover, you can find a town of immense charm, a high street to compete with London, mazy smugglers' lanes and independent shops. Buzzy cafes and pubs sit alongside a photogenic seafront that's home to a sweeping pier and quirky maritime clock, the Timeball Tower.

Sandwich is a further 10 minutes' drive, filled with medieval architecture and boarding some of the best-preserved half-timbered houses in the country. Traditions linger too: listen out for the tolling of the curfew bell every night at 8pm. The Secret Gardens of Sandwich provide fragrance, tranquillity, a Lutyens house and Gertrude Jekyll design.

The strip of Kent is home to some truly great golf. Royal St. George's hosted the 2011 Open Golf Championships, while Kingsdown and Walmer is a

challenging down land course. For two more testing links courses head to the Royal Cinque

Ports of Prince's Golf Club; it also offers top-notch food at The Brasserie on the Bay and sleek rooms in The Lodge.

For more information about Dover and the surrounding area please visit the following:

- www.visitkent.co.uk/
- www.canterbury.co.uk/
- www.english-heritage.org.uk/visit/places/dover-castle
- www.telegraph.co.uk/lifestyle/reinvent-the-high-street/10547216/Reinventing-the-high-street-Deal-wins-high-street-award.html
- www.nationaltrust.org.uk/the-white-cliffs-of-dover

House prices in Dover (taken from Rightmove 04.11.2019):

The majority of sales in Dover during the last year were terraced properties, selling for an average price of £177,308. Semi-detached properties sold for an average of £237,732, with flats fetching £143,849.

Dover, with an overall average price of £208,341 was cheaper than nearby River (£300,867), Whitfield (£271,982) and Capel-Le-Ferne (£340,083).

Overall sold prices in Dover over the last year were similar to the previous year and 17% up on the 2016 level of £178,565.

House prices in Deal (taken from Rightmove 04.11.2019):

Last year most property sales in Deal involved terraced properties which sold for on average £282,439. Semi-detached properties sold for an average price of £273,450, while flats fetched £195,574.

Deal, with an overall average price of £290,696 was cheaper than nearby Walmer (£316,938), Kingsdown (£473,805) and Sandwich (£317,391).

During the last year, sold prices in Deal were similar to the previous year and 18% up on 2016 when the average house price was £247,339.