



THE ELMS

EST 1614

THE SCHOOL

The Elms is a co-educational, independent boarding prep school, set in the lee of the Malvern Hills. The children enter our Montessori aged 3 and leave aged 13 to go on to the top senior schools in the country. The emphasis is on a broad curriculum and we have the facilities and tenacity to enable the children to explore and learn from all aspects of our rural 110 acre site. Our pupils are taught invigorating and exciting lessons, enjoy a plethora of opportunities to study music, art and drama and they enjoy a variety of sport. Our pupils also benefit from an unusual academic resource in our farm which helps to bring many of our lessons to life.

Recent years have seen 10% of our leavers achieve academic scholarships to school such as Cheltenham, Malvern, Rugby and Shrewsbury, with a further 30% winning awards in sport, art, music and drama. The children are taught in a warm and secure environment which allows them to try anything and not fear the potential of failure, they know they will benefit from trying and they are resilient and confident. There are regular performances throughout the year to showcase the children's talents, from the leavers play through to a nativity in our stable, musical theatre evenings and form concerts. The drama, music and art departments work together to make these top quality events enjoyed by our parents and occasionally the wider community.

Our pupils leave The Elms ready for the next stage of their education and our independent status means our destination schools include: Cheltenham, Cheltenham Ladies College, Eton, Harrow, Oundle, Radley and Tudor Hall, Malvern and Malvern St.James. We work hard to ensure that the children flourish both at the Elms and their next schools.

We recommend our website for you to gain a fuller impression of the school.

JOB DESCRIPTION

JOB TITLE: HEAD OF DRAMA/English teacher

RESPONSIBLE TO: THE HEADMASTER

HOURS: FULL TIME

Job Purpose:

To undertake the teaching of Drama and to lead the Department from Year 4 to Year 8 in conjunction with the Headmaster and/or Assistant Head (Academic). To teach English across the year groups, but preferably Years 7-8 in collaboration with the Head of English. Being able to take on some games would be an advantage.

To participate in a range of extra-curricular activities and duties, selected through discussion or at the request of a member of the Senior Management Team.

Key responsibilities:

- Teaching class drama to all forms Years 4-8 and producing a scheme of work for each year group
- To produce a leavers' play in the Spring term, with rehearsals in the evening, and a Y6/7 drama presentation evening in the Summer term, as well as any others as required
- Drama scholarship preparation (1-1 teaching and liaison with senior schools)
- Responsibility for musical theatre as part of performing arts and organising the showcase evenings
- Organisation of theatre trips and drama-related workshops, both professional and to senior school
- Responsibility for annual Carol service and other school church services/events requiring readers
- Liaison with music department/subject staff over use of theatre for concerts/events etc
- Advice/assistance to Early Years and Y2/3 with drama/productions
- To teach English in KS2-3 classes, ensuring the best possible practice in all areas of English curricular learning.
- To promote high quality teaching and learning of the National Curriculum and Common Entrance syllabus, embracing and incorporating the demands of preparation for both 11+ and Common Entrance.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline within a positive and optimistic environment where well-focused teaching and positive, productive relationships are the norm.
- To ensure that the classroom is an invigorating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom.
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs of every child.
- To write academic reports, and monitor and evaluate pupils' learning, liaising closely with the Head of English, and the Assistant Head (Academic).
- To develop open, easy and professional relationships with colleagues.
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents.
- To maintain and manage the physical resources in the learning area.
- To undertake supervisory duties, attend assemblies, and school lunch, and to cover for absent colleagues.
- To take part in school trips as required.
- To run an assigned weekly club.
- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications.
- To fully implement school policies and practices.

- To comply with all Health and Safety requirements.
- To establish a safe environment that supports learning and where pupils feel secure and confident.
- To participate in extra-curricular activities, both on a regular basis and when additionally required for specific reasons. These may include evening clubs for the boarders or the participation in evening and weekend duties, on a rota basis.
- Attendance at parents' meetings, any 'all staff' events and the school church services, for example.
- To carry out break duties as requested, and as laid out in the current staff handbook.



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PERSONAL SPECIFICATION:

- A qualified drama and English teacher
- An intellectual interest in drama and English and a passion for the subjects and all they offer
- Knowledge/experience of technical aspects of theatre desirable
- A creative and inspirational learner and teacher
- Able to advise pupils, parents and staff insightfully. To have a flexible approach to teaching and a willingness to learn.
- An approachable, professional colleague and classroom practitioner
- Interest in continuing professional development of self and other staff
- Pragmatism and ‘can do’ approach
- Able to work independently using a wide range of resources
- Ability to prioritise and remain calm under pressure
- To be flexible, resilient and well organised
- Undertaking duties that may be reasonably assigned by the Headmaster

This job description and personal specification indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.