HEAD OF DRAMA

JOB DESCRIPTION

ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon will welcome its first girls as pupils from September 2021. The School is also moving from being a senior school to an all through 2-18 school with nursery, thanks to a 2020 coming together with Quainton Hall School in central Harrow.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils’ academic standards and personal development were both rated the highest possible ‘excellent’ in our recent school inspection.

*‘Pupils achieve superb results in Sports, Performing and Creative Arts’*

*‘Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation.’*

*‘The school community transcends cultural difference and exudes and ethos of inclusivity through natural acceptance.’*

*‘Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.’*

*‘A culture where mathematical prowess is celebrated and revered.’*

 ISI Inspection Report, January 2020

With the opportunity to explore this broad curriculum and gain a solid grounding in all the major academic subjects, pupils work alongside dedicated teachers to develop learning skills, creativity and the ability to fully apply themselves in all areas of life. They perform well from the point they join and go on to achieve excellent results in public examinations at GCSE and A-Level. Most students are rewarded for their hard work by gaining places at leading UK universities, before moving on into the workplace in a huge and varied range of valued professions.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon’s Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



THE DEPARTMENT

The Drama Department at John Lyon is a thriving department with exceptional technical facilities in both purpose-built Drama Studios where all timetabled lessons are taught and in the recently refurbished Boyd Campbell Hall. Productions also take place in the Ryan Theatre, Harrow School, a purpose built 350-seat auditorium with professional technical capabilities. There are currently 3 members of the Drama Department, including a Technician. The Drama Department is at the centre of School life and many members of the wider School Community and staff support the Department in their work throughout the year, assisting with productions in many roles.

Drama is taught from Year 7 to the Upper Sixth and is highly regarded as an academic subject within the School. Drama is an incredibly popular and successful subject throughout John Lyon and this is reflected in its uptake at GCSE, with 34% of boys opting to take it at IGCSE. Last year, 76% of all grades were level 7-9 at GCSE. At A-Level the Department also achieves exceptional results with pupils over the last four years achieving 60% A\* in 2017, 100% A\*-B in 2018, 100% A\*-B in 2019 and 80% A\*-B in 2020. We study Cambridge IGCSE and Edexcel A-Level Drama and Theatre.

The Department is incredibly well resourced, and this has enabled us to perform in a variety of professional venues and nationwide arts festivals over the last few years. We have participated in the Shakespeare in Schools Festival, performing at the RADA Studios and Watersmeet Theatre, with Drama Scholars directing their own production of Macbeth. We have contributed to the National Theatre Connections Festival over the last four years, performing at ArtsDepot, Finchley, and also enlisted in the National Theatre New Views playwriting scheme for a second successive year. We performed to sold out audiences in December 2019 at the Ryan Theatre in our production of We Will Rock You, auditioning girls from eight local schools. The Drama Department also frequently works with companies such as Frantic Assembly and Gecko Theatre Company, ensuring that pupils have access to professional companies and organises many excursions to the Theatre throughout the year. Recent pupils have gone on to audition for Drama School, gaining places at Warwick University, Durham University, Royal Holloway and LIPA studying Drama and Technical Theatre.

The Department is a vibrant and innovative place that ensures all pupils are given the opportunity to build performance skills, develop confidence and become enthused by the opportunities afforded them.

PRINCIPAL RESPONSIBILITIES

The Head of Drama is responsible specifically for the leadership and development of Drama

throughout the school, ensuring that each pupil is positively encouraged to develop his potential to

the full. The Head of Drama will be expected to work closely with colleagues in the department and

across other curriculum areas.

**SPECIFIC RESPONSIBILITIES**

* Leading the Drama Department and oversee the delivery GCSE and A-Levels;
* Planning, implementing and reviewing the Drama curriculum;
* Overseeing the extra-curricular Drama Programme, which currently includes seven productions per year across all age groups;
* Delivering inspirational teaching of Drama with the use of innovative resources;
* Ensuring that assessment is both regular and thorough and that full records of pupils are kept;
* Overseeing the development and training of staff in the department and supervision of departmental staff;
* Leading regular departmental meetings, minuted to SMT;
* Representing the department within the school in matters relating to the curriculum and management;
* Liaising with other departments in the school;
* Cooperating with senior staff in developing links with feeder schools;
* Liaising with senior staff in matters concerned with discipline and matters relating to the timetable;
* Implementing the ongoing development of the subject area;
* Organising and attending field trips for IGCSE and A-Level students as required;
* Reviewing and developing practical work;
* Delivering a subject-specific Oxbridge programme;
* Contributing to the school’s UCAS programme through the preparation of subject-specific paragraphs for references;
* Provision of extension activities, such as for the Gifted and Talented cohort;
* Providing appropriate support for SEN pupils;
* Providing academic support outside of lessons, such as revision classes;
* Bidding for and running the departmental budget;
* Managing the provision of textbooks and resources;
* Ensuring Health and Safety guidelines are followed;
* Ensuring that departmental classrooms present a stimulating environment;
* Providing information on Public Examination entries to the Examinations Officer;
* Being available to provide advice and guidance on Examination Results Days;
* Implementing all school policies;
* Contributing to the spiritual, moral, social and cultural development of pupils;
* Within these specific responsibilities, the Head of Drama is expected to foster a lively and enthusiastic atmosphere within the department for pupils.

**ADDITIONAL SPECIFIC RESPONSIBILITIES**

* To oversee the progress and stocking of the Drama section of the library, working closely with the librarians over the purchasing of new books;
* To organise trips and activities to enhance the teaching and learning of Drama within the school;
* To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor.

**GENERAL DUTIES**

* To carry out a share of supervisory duties and detentions in accordance with published schedules;
* To participate in appropriate meetings with colleagues and parents relative to the above duties;
* To contribute to the PSCHE programme when required;
* To attend whole School events e.g. Open Days, Speech Day etc;
* To provide cover and examination assistance as required;
* All staff are required to contribute to the School’s Extra-Curricular and Co-Curricular programmes.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

HEAD OF DRAMA

PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at the John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

* is suitably qualified for the responsibilities of the post;
* has good interpersonal and communication skills with pupils and colleagues;
* has good listening skills and respect for all pupils;
* has the ability to form relationships and to motivate pupils;
* has the ability to generate enthusiasm for the work of the department;
* can demonstrate high standards in the necessary professional competencies required of teachers:
	+ *subject knowledge and application;*
	+ *classroom management;*
	+ *assessment, recording and reporting students’ progress;*
	+ *teaching effectively throughout age and ability range;*
* has confidence to contribute their own ideas and initiatives to the philosophy of the School;
* is willing to be involved in the wider activities of the School;
* has a practical understanding of administrative demands;
* has a commitment to personal and professional development.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School’s Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School’s Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Personnel Department

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others’ health and safety. John Lyon is an Equal Opportunity Employer.