



**AIGLON**  
Switzerland

## **Job Description                      Head of Drama**

## **Responsible to                      Head of the Creative Arts Faculty**

Aiglon College is an international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging holistic education in an inspiring setting within a safe, caring and supportive framework. The School is CIS accredited, and caters for 375 students aged 9-18 representing 64 nations. Students prepare for IGCSEs and the IB Diploma Programme.

Teachers are expected to make a significant contribution to the ethos of Aiglon. The expectation is that staff will be positive and contribute enthusiastically to the life and work of the school.

The Head of Drama will be an experienced teacher with a passion for creativity and a desire to stage innovative productions. The ideal candidate for this position would be an experienced Drama teacher working with students in years 6 to 9, GCSE and IB Theatre Arts or equivalent, with a proven track record in achieving excellent GCSE and IB results. A candidate with excellent A-level or AP Drama/Theatre experience and a willingness to embrace the IB through training (funded by Aiglon) would also be considered.

Drama is a compulsory subject for all students until the end of Year 9 (1 x 50 minute lesson per week). At GCSE level students follow the iGCSE syllabus and in Years 12 and 13, students follow the IB Diploma qualification, with Theatre Arts being a popular elective in group 6. The IB Theatre Arts course is stimulating and challenging and the programme allows for regular trips to productions and workshops.

The Drama department consists of 2 full-time teachers and additional staff who provide 'speech and drama' lessons as an optional co-curricular activity. A dedicated and experienced technician (who also works for the Music Department and across the whole school for AV presentations) provides lighting, sound and technical support for productions alongside students who express an interest in those particular fields. It is a busy, highly professional department, with an emphasis on teamwork and the sharing of good practice.

As an international school, our main philosophical aim is to ensure diversity; to this end, we try to expose students to a wide range of cultural practices and theatrical opportunities. As a busy department, each year we arrange several theatre trips abroad (usually London), bring a range of artists in from the professional world for residencies, run a range of extra-curricular theatrical programmes and organize several drama expeditions. The ideal candidate will embrace and further the department's programme of events.

There is a senior and junior school production each year, these are extremely popular and highly professional in production. Equally the department produces many iGCSE and IB



**AIGLON**  
Switzerland

performances and projects throughout the academic year. The ideal candidate will be a confident director and supportive in the development of production and extra-curricular work.

The department has a designated drama classroom, a small black box studio and the well-equipped Hall for lessons and major performances. The Hall is a shared space for the whole school and the Head of Drama will be required to manage the usage of the space ensuring that flexibility is shown at times when other events create challenges for teaching and rehearsal space.

This job description is additional to the basic duties outlined in the Aiglon College contract of employment in accordance with the school's policies and guiding principles, and under the direction of the Head of School. A summary of the key accountabilities is included below.

**A Head of Department is expected to:**

1. *Demonstrate leadership and responsibility*, by motivating and enthusing staff and students, giving direction and showing initiative and drive while demonstrating good judgement
2. *Work effectively with other people*, by allocating and delegating work fairly, treating people respectfully, empathetically and equally in order to develop good working relationships
3. *Get the job done*, by delivering what is required within deadlines and to a high standard
4. *Manage resources effectively*, in particular demonstrating strong time management skills, but also effective management of equipment, ICT facilities, information and the Faculty and Departmental budgets
5. *Communicate clearly*, by getting across the message effectively, listening carefully and responding to feedback
6. *Look the part*, by maintaining a professional and business-like appearance.
7. *Foster a positive professional climate* through constructive, empowering behaviours with a positive mind-set
8. *Act as a role model to students*, exemplifying a positive attitude in line with the school's Guiding Principles

**A - PROFESSIONAL STANDARDS AND EXPECTATIONS**

- Carry out teaching duties and exercise responsibilities in line with the Guiding Principles of Aiglon;
- Treat all members of the community, colleagues and students, with respect and consideration. Treat all students fairly, consistently and without prejudice;
- Set a good example to students in terms of appropriate dress, standards of punctuality and attendance;



# AIGLON

Switzerland

- Read and adhere to the various policies of the school as expressed in the School Handbook and other agreed documentation, and support the ethos of the school by upholding the behaviour code, uniform regulations and other expectations;
- Be available to work on campus in good time to complete all necessary preparations and meetings before the start of term;
- Take personal responsibility for professional development (both pastoral and academic) and participate in staff training when provided, in line with the continued professional development programme of Aiglon;
- Take responsibility for encouraging members of the Drama Department to take responsibility for their own professional development (both pastoral and academic) and ensure all in the Drama Department participate in staff training when provided, in line with the CPD programme of Aiglon;
- Reflect on personal and school practices in pursuit of continuous improvement. Participate in Professional Review and Development (PRD) activities and ensure the PRD system is adhered to and completed within the Drama Department;
- Ensure the Drama Departmental meetings are held regularly;
- Ensure all Drama Department members are aware of and adhere to faculty deadlines, policies and procedures;
- Undertake pastoral and other duties as prescribed within school policies;
- Ensure that all deadlines are met as published in the school calendar and as directed by the Deputy Head and Director of Learning;
- Undertake professional duties that may be reasonably assigned, including cover and exam invigilation and ensure members of the Drama Department also undertake these duties;
- Attend Assembly/Meditation on at least two mornings a week when averaged over any term and be prepared to give a Meditation once each term;
- Be proactive and take responsibility for matters relating to health and safety;
- Support the school through regular attendance at various events in the School Diary (these may be religious, spiritual, sporting or cultural).

## **B – TEACHING AND TUTORING**

- Teach a predetermined number of academic lessons per week, in accordance with Creative Arts Faculty/Drama Department schemes of work and programmes of study;
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery;
- Ensure the Drama Department is working in collaboration with Aiglon's programme of support for students with specific learning difficulties, as directed by the Head of Learning Support or the Director of Learning;
- Ensure all members of the Drama Department take account of students' prior levels of attainment and baseline data and use these to set targets for future improvements;
- Set work for students absent from class for health, disciplinary or co-curricular reasons and ensure this is carried out by Drama Department members;



**AIGLON**  
Switzerland

- Where appropriate, prepare students thoroughly for public examinations including the marking and moderation of coursework and ensure this is also carried out by members of the Drama Department;
- Engage with and promote the use of ICT and the development of appropriate ICT skills both within the curriculum and in wider school life and ensure this is also carried out by members of the Drama Department;
- Maintain good discipline by adherence to the advice given to colleagues in the Student Handbook and elsewhere, and by the Deputy Head and Director of Learning, and monitor to ensure that good discipline is replicated throughout the Drama Department;
- Set high expectations for students' behaviour by establishing a purposeful working atmosphere in lessons and in the boarding environment and monitor that this is occurring throughout the Drama Department;
- Set appropriate and demanding expectations for students' learning, motivation and presentation of work, in line with agreed school policies and monitor that this is occurring throughout the Drama Department;
- If required, act as a tutor in an assigned Boarding House, exercising best practice in pastoral care and providing guidance and encouragement to students, as directed by Houseparents and the Deputy Head. This will include the need to attend scheduled meetings at the Houseparents' or Deputy Heads' discretion and meet with students outside of formal meeting times;
- Assume House duties. At present, house duties usually involve the following, but these may be revised by the Head of School should circumstances so require:
  - a regular weekday lunchtime and evening duty
  - weekend duties on 1 in 3 weekends (approximately 10 or 11 per year)

## **C - ASSESSMENT, RECORDING AND REPORTING**

- Ensure all members of the Drama Department maintain notes and plans of lessons undertaken and records of students' work;
- Ensure all within the Drama Department mark, monitor and return student work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate and keep records of students' performance as required by the faculty or departmental marking policy or the Director of Learning
- Complete student formative and summative assessments in line with policy and as specified in the published calendar, including the House feedback system and monitor that this is occurring throughout the Drama Department;
- Ensure all members of the Drama Department are familiar with and apply procedures for identification and assessment of special educational needs, E.A.L requirements and other learning support issues;
- Ensure all members of the Drama Department provide mark reading information and write detailed reports on students at the end of each term as required;



**AIGLON**  
Switzerland

- Ensure all members of the Drama Department attend parents' meetings as designated in the school calendar.

#### **D - CO-CURRICULAR DUTIES**

- Contribute to the Activities and CAS programme on a weekly basis in consultation with the Activities and CAS Coordinator;
- Participate in the Expeditions programme, including the Winter and Summer Long Expeditions in consultation with the Head of Expeditions and Deputy Head. Participation in expeditions is encouraged for all staff, and appears on the weekend Duty Rota.
- Contribute to the annual Aiglon Discovery Trips (ADT) in consultation with the Deputy Head and EVC.

#### **E - COMMUNICATION AND MEETINGS**

- Attend meetings when required;
- Ensure that communication is timely, relevant, respectful and pertinent;
- Assist where necessary with the school's promotional initiatives;
- Preserve and promote the good name of Aiglon in all dealings with the wider public.

#### **F - DEPARTMENT MANAGEMENT**

- Monitor and develop the quality of teaching and learning within the Drama Department and regularly visit classrooms to experience student learning.
- Ensure that the Drama Department meets the curriculum requirements for the School and promote the Guiding Principles for Learning.
- Ensure that the requirements of examination boards are met, and students are entered for public examinations, submitting appropriate coursework and ensuring that students are suitably prepared for examinations;
- Set and mark appropriate entrance and scholarship examinations, within specified deadlines;
- Ensure, in consultation with the Director of Learning the effective deployment of staff and classes within the Drama Department;
- Participate in the appointment of new staff, and support new staff entering the Drama Department;
- Support staff undertaking CPD, induction, and development activities;
- Ensure the Drama Department handbook is updated annually and includes reference to objectives for the year ahead, which tie into the school's overall objectives, and an analysis of external examination results and value-added statistics;
- Ensure academic targets are set for students within the Drama Department;
- Prepare the Drama Department budget requests for both operational and capital expenditure, within specified deadlines;
- Monitor and control the Drama Department expenditure, within agreed budgets, and ensure compliance with all finance policies and procedures;



**AIGLON**  
Switzerland

- Be aware of any statutory requirements that affect the Drama Department, including health and safety requirements, and ensure that the Drama Department complies with these requirements;
- Promote the effective use of the library, ICT and other resources within the Drama Department and the School;
- Ensure that the Drama Department is fully prepared for any inspections and accreditations;
- Oversee the organisation of cultural visits and field trips, where appropriate;
- Advise students about appropriate university and career options beyond school, particularly relating to higher education and careers in and related to Drama;
- Perform any other duty that the Head of School from time to time may reasonably request.

Aiglon is committed to safeguarding and promoting the welfare of children. All shortlisted applicants will undergo child protection screening appropriate to the post.

At the Head of School's request, an employee may agree to take on an increased commitment to House or other duties in lieu of the standard Expeditions requirements (as outlined above) or vice-versa. Such arrangements are entirely at the Head of School's discretion.

Job descriptions may, over time, be subject to change and amendment.

Proposed Timeline for the appointment -

- A. Monday 20 January - Deadline for applications.
- B. Tuesday 28 January to Thursday 30 January - Candidates are longlisted.
- C. Thursday 30 January - Long list Interviews
- D. Wednesday 5 February - Final Interviews at Aiglon



**AIGLON**  
Switzerland

### **PERSON SPECIFICATION - HEAD OF DRAMA**

We welcome applications from teachers, expeditioners and boarding staff who care about young people, their learning and their development; from potential staff who love being in the company of students and go out of their way to spend time with them; from staff who are always prepared to go that step further and see working in a boarding school environment as a vocation.

We wish to appoint staff who enjoy being part of the wider school community and give generously and willingly of their time and teachers are expected to make a significant contribution to the ethos of Aiglon, being positive and contributing enthusiastically to the life and work of the school.

Successful Aiglon staff are enthusiastic, experienced, committed, reflective, dynamic and willing to try new ideas. They have varied and diverse interests and passions that are evident both in and out of the classroom setting.

### **ESSENTIAL AND DESIRABLE QUALITIES, CHARACTERISTICS AND ATTRIBUTES** **HEAD OF DRAMA**

ESSENTIAL	HIGHLY DESIRABLE
<ul style="list-style-type: none"> <li>• Good honours degree in a Drama or Performing Arts related discipline</li> <li>• Qualified Teacher Status, PGCE or equivalent</li> <li>• Evidence of appropriate continued personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working with students for whom English is not their first language</li> </ul>
<ul style="list-style-type: none"> <li>• Proven excellent record of Drama teaching and co-curricular provision in a secondary level school/ schools with high academic and performance standards.</li> <li>• Familiarity with IGCSE/GCSE and IB Diploma teaching</li> <li>• Track record in raising standards to the highest level within the taught drama</li> </ul>	





**AIGLON**  
Switzerland

<p>and Theatre Arts curriculum</p> <ul style="list-style-type: none"> <li>• Experience of delivering high quality</li> <li>• Directing and producing productions of a high quality which include students of all ability ranges</li> <li>• Staging innovative and creative productions which keep within budget allocations</li> <li>• Experience of managing a team</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent leadership skills, with the ability to motivate, inspire and support pupils and colleagues</li> <li>• Ability to build effective relationships with pupils, parents and staff</li> <li>• Experienced in curriculum planning and development, and the ability to think strategically about the future direction of their subject area</li> <li>• Ability to work under pressure, priorities, manage time effectively and meet challenging goals</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualifications relevant to the role</li> </ul>
<ul style="list-style-type: none"> <li>• Extensive high level knowledge of the subject area</li> <li>• Excellent knowledge of strategies to support teaching and learning in drama</li> <li>• Practical knowledge of data protection and confidentiality</li> </ul>	
<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• High levels of motivation and commitment to high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to develop as a classroom practitioner with evidence of recent involvement in relevant professional development.</li> </ul>





**AIGLON**  
Switzerland

<ul style="list-style-type: none"><li>• Demonstrable warmth and enjoyment of working with pupils and adults</li><li>• Willing to participate in the life of the school, including co-curricular and pastoral commitments.</li></ul>	
<ul style="list-style-type: none"><li>• Aiglon is committed to safeguarding and promoting the welfare of children. All shortlisted applicants will undergo child protection screening appropriate to the post.</li></ul>	