

| **Reed’s School Job Description**  **GRADUATE DRAMA ASSISTANT**  **Reed’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | |
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| **The Department and Role:** | The Drama Department consists of two full time teachers and a full time Theatre Technical Manager.  The Department is housed in the Assembly Hall, along with two studio spaces (one of which has just been refurbished) and various storage areas for costumes, props and sets.  Drama is taught to all students in Years 7, 8 and 9. We currently use the EDUQAS specification at both GCSE and A Level.  The Drama Department puts on a large number of productions each year, including participating in the National Theatre’s Connections Festival and local Drama Festivals. Some past productions have included ‘There Is A War’, ‘Sense and Sensibility’, ‘Sweeney Todd’ and ‘The Crucible’. The Department also runs extra-curricular activities in playwriting and stage technical support.  The Drama Graduate Assistant is a full-time post at Reed’s School.  The role-holder will be a qualified graduate who will have the ability to assist in all aspects of the running of the Drama department, including a significant contribution to the extracurricular life of the School.  This role will report into the Director of Drama. |
| **Main Duties and Responsibilities:** | * Assist with the teaching of LAMDA (Acting Examinations) for students aged 11 to 18, ensuring that students are ready to take their examination within a three-term cycle, along with the administration elements of LAMDA entries. * Offer an extra-curricular Drama Club for students in years 7 – 9. * Manage and organise the costume and prop stores. * Assist with school productions, entries into Drama competitions and departmental administration in whatever capacity is required. * Accompany and assist in the organisation of theatre trips. * Provide support to the Director of Drama and work cooperatively within the department team. * Be familiar with the aims and objectives of the department as outlined in the departmental handbook. * Attend suitable INSET as required under the guidance of the Director of Drama. * Undertake such other comparable duties as the Headmaster requires from time to time. * Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. |

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| **Reed’s School Person Specification**  **GRADUATE DRAMA ASSISTANT**  **Reed’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | | |
|  | **Essential** | **Desirable** |
| **Qualifications:** | * Educated to Degree level | * Degree in Drama and/or English Literature |
| **Knowledge, Skills and Experience** | * Experience of working with young people in a coaching capacity. * Ability to work co-operatively as part of a team. * Good planning and organising skills | * Understanding of LAMDA examinations * Understanding of the Arts Award programme * Ability to demonstrate creative and innovative approaches to enthusing and challenging pupils * Ability to use a range of ICT |
| **Personal competencies and qualities** | * Ability to build and maintain relationships. * Ability to maintain confidentiality. * Ability to work under pressure. |  |