



Loretto

Artistic Director Information Pack

Loretto School is a leading independent boarding and day school located on the outskirts of Edinburgh. We seek an exceptional Artistic Director to join this successful and stimulating department.

We require a well qualified, enthusiastic and motivated Artistic Director to carry on the superb work of our outgoing position holder who is retiring in July 2021. The Artistic Director is responsible for coordinating and managing all school productions and performances, with the assistance of other key school staff.

Expressive Arts at Loretto

The school is extremely well resourced, with a recently renovated Theatre, Concert Hall, Music School, Creative Arts block and state of the art Dance Studio, all of which are widely used by Loretto's pupils. Loretto has a long-standing tradition of excellence in the performing arts, with Music Competitions, Art Exhibitions, Dance shows, Musicals and Plays on an annual basis. The school regularly presents a large number of pupils for ABRSM and LAMDA examinations on an annual basis, at both the Junior and Senior schools.



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Role Responsibilities

The successful candidate is expected to possess the following qualities:

- Teach an academic subject (0.5 FTE) if suitably qualified.
- Overview and planning of all school concerts, plays, exhibitions, Expressive Arts events (internal & external), trips, production of brochures, programmes & publicity material.
- To prepare an Expressive Arts event calendar (music, drama, dance, exhibitions, trips) with firm plans for the year to come and a projected cycle up to two years in advance. In addition:
 - to use this to prepare an annual budget for presentation to the COO,
 - to include all costs for individual events and to identify how these costs are to be covered (charging, tickets, from departmental budgets, maintenance budgets, donations or other sources).
 - to provide an integrated annual estimate of costs for Expressive Arts events as part of Loretto budgetary planning.
- Identification and planning of administrative requirements for the Expressive Arts including:
 - line-management of the Resident Technician
 - support from administrative and Estates staff,
 - external or temporarily employed support staff,
 - use of GAP students.
- Co-ordination of repertoire and event planning for music, drama, dance and art.
- Planning and preparation for LAMDA exams. LAMDA Centre Co-ordinator.
- Co-ordinating technical preparation for events including all lighting, sound and hires in consultation with the Resident Technician & Estates.
- Co-ordinating the maintenance/testing/upgrade programme for specialised technical equipment in school venues (Theatre, Concert Hall, CTH, Chapel) in consultation with the Resident Technician, the COO, Estates and Stage Electrics/Northern Light.
- Liaison with External Affairs on publicity, website and filming of events.
- Liaison with Admissions on applications, interviews and Expressive Arts scholarships & awards.
- Monitoring of numbers of pupils involved in music, drama, dance and art within the Junior and Senior Schools to ensure balance, identify gaps and provide KPI data for the annual report.
- Prepare music or drama resources, rehearse and perform as required
- Produce and direct major drama and musical theatre productions. We are particularly interested in applications from teachers with experience in directing large school productions, including musicals.

The Artistic Director does not have responsibility for academic matters in the Music, Drama or Art departments. These are managed by the respective Heads of Department and the Assistant Head (Academic). The role of Artistic Director may include an Academic Teaching component, but only if the successful appointee is registered with, or has the ability to become registered with the General Teaching Council for Scotland (GTCS).

Our School

Loretto's distinctive ethos and atmosphere are moulded by its unusual history and its willingness to stand by its convictions. The Senior School (12-18) and the Junior School (3-12) have traditionally been deliberately small and virtually entirely boarding.

Loretto has always placed great emphasis on each pupil being known individually by fellow pupils and by staff, particularly the Head: the ideal of a school as a family is considered achievable. The distinctive philosophy of Loretto, shaped by the formative early Headmaster, Dr Hely Hutchinson Almond, stressed the importance of full development of mind, body and spirit within a community based on the dictates of reason.

Loretto Senior School remains primarily a full boarding school, with an increasing number of day and Flexi boarding pupils. Our boarding school ethos, facilities and atmosphere allow the development of the whole person to be pursued fully. In the Senior School, there are currently almost 400 pupils across six Houses, three boys' Houses and two girls' Houses for boarders and one co-educational House for day pupils.



Our pupils

Lorettonians come from a wide range of backgrounds. Some are first-generation, some are fifth. 20% of pupils are on reduced fees - 105% bursaries in some cases. We are co-ed, with half girls, and half boys aged from 12 to 19.

One-third of pupils are highly academic and should achieve top grades in their exams. Nearly all students will achieve A-level grades sufficient for entry to universities. Some of the boys and girls may have been offered a place because they have a particular talent in music, art or sport and may decide to pursue these areas after school.



Our Staff

We have a very friendly and supportive Common Room with a wide range of interests and life stories. The demographic of the staff is varied from newly qualified teachers to those who know the school and its history inside out. Some teachers have joined straight from university; others after taking a PGCE and some have taught in the Independent Sector before. In addition, several members of staff have also taught internationally. Naturally, with such a wide range of backgrounds and experience, the staff at Loretto are professional and encouraging of each other.

All staff members are enthusiastic about their subject and have a willingness to be involved in the life of the school beyond normal school hours. All staff are involved with extra-curricular activities and all have a passion for helping the children's learning experience outside the classroom. Staff at Loretto go the extra mile for the pupils in their care.

Wider school responsibilities

Loretto operates for seven days a week in term time and all members of staff have broader roles in the pastoral care of children. Staff are expected to contribute fully to the School's extensive academic, pastoral, and extra-curricular programmes. The academic, pastoral, and extra-curricular timetable includes teaching on Saturday mornings and weekend and evening duties. The successful candidate will be a tutor to around ten tutees and will also undertake an evening duty in a boarding house once a week.

Terms of the Post

This is a permanent, full-time post. Loretto has its own salary scale and salary will be determined by experience and aptitude for the role. There is also a fee remission for staff with children at the School.



Interview procedure

Only those best fulfilling the job specification will be shortlisted. You may be interviewed by some or all of the following: The Headmaster, the Assistant Head (Academic), the Assistant Head (Co-curricular) and the Head of Department.

The selection process and interview questions will be structured around the information given above.

You will be asked to explain any discrepancies or anomalies in the information you have provided either on the application form or in your covering letter as well as any issues arising from references which will have been taken up before your interview. Questions may be asked about child protection procedures and your suitability to work with children.

The School is not able to enter into correspondence with unsuccessful applicants about why they were not appointed or interviewed.

The School is currently closed to visitors due to COVID-19 restrictions and therefore the selection process will be undertaken, at least in part, virtually.

Application

If you are suitably qualified and want to make a positive difference then we welcome an application from you. Loretto is a busy school and staff are fully committed. If this lifestyle suits you then you will find the school an enormously fulfilling place to work.

If you think that this is the right opportunity for you please send a completed application form and covering letter to Jessie Denholm, Bursary Secretary at HR@Loretto.com.

Alternatively, if you would like to arrange for an informal discussion please email HR@Loretto.com.

For more details on the School, please take a virtual tour by [clicking here](#).

Closing date: Sunday 28th February 2021

The School is committed to equal opportunities for all its pupils and staff.

Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.

For the right candidate, the School may consider the visa sponsorship through the points-based immigration system.

