JOB DESCRIPTION

**Drama Assistant – St Paul’s Juniors**

*Fixed term post for 12 months in the first instance (27 August 2019 – 26 August 2020)*

**Department** SPJ Drama

**Line Manager** Director of Drama (SPJ)

**Role**

This appointment is responsible for the general day-to-day support of the St Paul’s Juniors Drama Department; assisting the Director of Drama (DoD) in curriculum Drama lessons, extra-curricular rehearsals, as well as supporting all Drama productions and events.

**Main duties and responsibilities**

* Assisting with the preparation and delivery of Drama lessons as and when required
* Supporting the delivery of Lower First Year lessons
* First point of call for drama cover in the absence of DoD.
* Producing rehearsal schedules, maintaining display boards, and managing venue bookings for Plays, Rehearsals & clubs
* Design and source the costumes for SPJ Drama and SPYT productions (minimum of 4 annually), working within an allocated budget
* Plan and deliver an engaging programme of activity for lunchtime Drama clubs e.g/ TRINITY Drama
* Administration of St Paul’s Youth Theatre (SPYT); Venue booking, membership & waiting lists, oversight of schemes of work, and responsibility of at least one evening’s activity.
* Directing at least one Youth Theatre showcase annually.
* Supporting the First Year teachers with one to one ESB examination preparation (Spring term: subject to timetable flexibility)
* Directing the Upper First Year Play (Summer Term)
* Assisting with the expansion of the Drama outreach / links with partner and feeder schools through taster workshops, and inter-school projects
* Supporting with the delivery of the drama in Saturday outreach programmes
* Attending Open Mornings and Exam days as and when requested
* Ensuring the costume and props stores are well maintained and tidy
* Stage management of all SPJ Drama productions and events: Senior Play, Upper Second Year Play, SPJ Factor, Playwriting Competition, St Paul’s Youth Theatre and other Speech and Drama events
* Support of external freelancers, casual contractors and Theatre technician when required
* Support of external freelancers and / or the Theatre technician when required
* All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

**Essential skills and qualifications**

* A demonstrable interest in drama and theatre for young people
* A good degree (or equivalent qualification and/or experience) in Drama or related subject
* Experience of working with children and young people in a Drama and Theatre context, such as directing and workshop facilitating
* Enthusiasm, confidence and a willingness to work in a supportive and dedicated drama department
* Readiness to assist in all areas of theatre production; notably costume designing/making/sourcing, and stage management
* Excellent organisational, administrative and ICT skills

**Desirable skills and qualifications**

* Experience of working within a fixed budget and deadline
* The ability to be pro-active and work, in some degree, with autonomy

**Hours of work**

This is a part-time post to be worked 30 hours a week, during all 34 weeks of term plus an additional 4 weeks during School holidays. Whilst day-to-day working hours can be flexible the post will require some evening work, particularly with Autumn term rehearsals (until 6pm) and all production weeks.

Term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>

**Holidays**

Pro rata of the full time equivalent of 25 days per annum plus 8 bank holidays. As this is a term time only post, holiday pay will be incorporated into the annual salary.

**Salary**

£15,000 per annum, which includes holiday pay.

Additional remuneration is available for further Youth Theatre work & Holiday activities.

**Benefits**

* After one years’ service, part remission of fees at St Paul’s School / St Paul’s Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement.  The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
* Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
* Free parking on site.
* St Paul’s employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
* Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
* Stakeholder Pension Scheme.
* Death in Service benefit.
* Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
* Policy for funding external professional development, and reimbursement of relevant professional membership fees.
* After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

***June 2019***