

Graduate Drama Assistant



Applications to: hr@warwickschools.co.uk

This School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



**Warwick
Preparatory
School**

Girls aged 3–11, Boys aged 3–7



Boys aged 7–18



**King's
High**
WARWICK

Girls aged 11–18

Warwick Independent Schools Foundation provides outstanding, all-round education for boys and girls aged 3-18 through our schools, King's High School with Warwick Preparatory School, and Warwick School, helping each pupil to maximise their potential.



The School

Warwick School has a long history. The town of Warwick first appears in the Anglo-Saxon Chronicle in the year 914 AD and this has long been taken as the date for the foundation of our school. The school moved to its current location on the banks of the River Avon in 1879 and in 1906 the name of Warwick School was adopted. From that point onwards the oldest boys' school in the country has grown from strength to strength.

The school is now a large community. There are over 250 boys in the Junior School and approximately 980 pupils in the Senior School, including a Sixth Form of over 270. In addition, there are facilities for 60 or so boys as full (or occasionally weekly) boarders. There are approximately 100 full-time teachers on the Senior School staff.

The Junior School for boys from Year 3 to 6, is divided into two parts: Upper and Lower School.

Whilst the Junior School has its own buildings on campus, the boys also share many of the facilities with the Senior School boys including the Sports Centre, Music Department, Dining Hall, Bridge House Theatre and Warwick Hall.

Over the past 20 years, significant investments have been made to improve the facilities and accommodate an ever increasing school roll. A new sports pavilion, theatre, state-of-the-art science building, teaching block and school hall have provided new and spacious accommodation. In 2014, the school celebrated its 1100th anniversary, which provided a wonderful opportunity to celebrate its history and success with the whole school community.

The reputation of Warwick School in the local area and beyond has led to the recruitment of excellent staff and pupils, and this in turn has resulted in record exam results, exceptional achievements in music, drama and sport, and an ever growing programme of co-curricular activities. A Warwick School education is fun. The school prides itself on its strong sense of identity and its ability to provide an outstanding all-round education to a wide mix of boys between the ages of 7 and 18.

We provide a large number of means-tested bursaries to ensure that as many boys as possible can enjoy the benefits of this education, regardless of their parents' ability to afford the fees.

We enjoy ever closer links with our sister schools within the Foundation and in September 2019 King's High School will move from their town centre site and be adjacent to us on our Myton Road campus.



What next for Warwick School?

We are committed to a process of ongoing improvement, determined to provide the very best education possible both now and in the future.

We are now creating the next stage of our story and have undertaken an extensive planning process in order to create a clear, distinctive and original strategic plan for the next five years. This has been based on the input and ideas from staff and governor workshops along with pupil and parental surveys.

We have created a five year strategic plan, with five top priorities to achieve our vision by 2021.

Our purpose: To inspire and nurture every pupil to thrive in the world, both now and in the future – the Warwick Way.

Our vision: Warwick School will be the most inspiring, rounded and caring boys' school in the UK – *Altiora Peto, 'I aim for higher things'.*



The Warwick Way

The Warwick Way is what makes Warwick School distinctive and special – the beliefs and values that define us.

Boys are at the heart of everything we do. We exist to inspire and nurture them morally, spiritually, intellectually, physically and socially. We want to build on their individual strengths and help them grown into well-rounded young men: confident but not arrogant, who can play a positive role in the world.



We seek to foster:

Curiosity to ask questions, challenge ideas and think for oneself

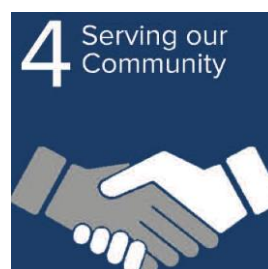
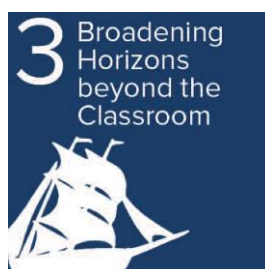
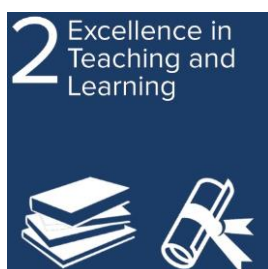
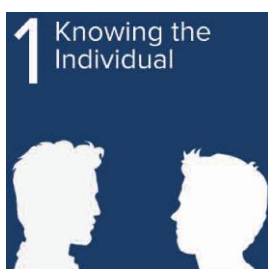
Creativity to use imagination without limitations

Courage to embrace challenge and always to do what is right

Perseverance to keep trying, regardless of the outcome

Responsibility to create a better world around us

Humility to listen and respect others and to put them first



Our five key priorities are:

1. **Knowing the Individual**
2. **Excellence in Teaching and Learning**
3. **Broadening Horizons beyond the Classroom**
4. **Serving our Community**
5. **A National Centre for the Arts**





Over 70% of students represent the school at sport



Over 90 Clubs and Societies



Over 60 instrumental ensembles and 750 individual lessons per week



Two Performing Arts venues for school productions and outside companies



Graduate Drama Assistant

The Department

Warwick School Drama Department consists of three drama specialists who deliver the subject throughout the School. They work alongside a professional and creative team of designers, theatre managers and technical staff and there are established links between the school and professional companies who use the theatre, which bring tremendous range to the department's activities. Dedicated facilities include two drama studios within the magnificent Warwick Hall (opened in 2016 by Sir Michael Attenborough), seminar and resources base, wardrobe and design room, and the 300 seat Bridge House Theatre built in 2000. This provides outstanding opportunities and the highest production standards which have gained the department national recognition in recent years. When professional theatre practice underpins so much of the department's activities it is no surprise that as much emphasis is placed on publicly performed drama as with classroom drama.

Drama is taught throughout the School as a distinct subject in the timetable and is a popular choice at GCSE with the Sixth form benefiting from a thriving consortium arrangement at A level with King's High School, Warwick.

Each year the department produces many plays and theatre events with high levels of involvement across the age-range, some in conjunction with our sister school – King's High School. Production support training is in place, developing the students' technical skills that can then be deployed in each production team. We are always seeking to challenge and extend our students' experiences of theatre and a brief look at our website gives an indication of the scope, ambition and quality of our projects and the significant role that the department plays in the life of the School.

The Post

An enthusiastic and hardworking Drama Assistant is required from September 2020 at Warwick School. The position offers the opportunity to experience life in a busy and successful drama department. The candidate would work within a highly committed team of staff and intelligent, enthusiastic boys. The post would be useful in developing the candidate's skills in a wide range of disciplines and to experience many varying aspects of the theatre industry as well as education. This would include administration, teaching, technical support and performance. Opportunities to explore any area of personal creative interest would be actively encouraged.

Responsibilities

- Support with directing key productions
- Leading on direction and production of house plays
- Help with technical support as required in class or production
- To assist with lunchtime clubs and supervision
- Assist with performances, open mornings, trips and tours as required.
- The applicant would responsible to the Director of Drama



Pastoral and Extra-Curricular Duties

- Commitment to a busy school and theatre life (including some antisocial hours)
- A professional, yet caring and compassionate approach to dealing with students.
- Willingness to be involved in a range of extra-curricular activities.

Personal Qualities

- Conscientiousness, enthusiasm and the ability to sustain long hours during term time, including evenings and weekends.
- Understands their role in the context of safeguarding children, young people and vulnerable adults and able to form and maintain appropriate relationships and personal boundaries with children and young people.
- Ability to work independently and also as part of a team.
- Ability to develop a rapport with pupils throughout the School.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

The application form is available from the school website www.warwicksschool.org and should be completed and returned to hr@warwicksschools.co.uk.

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed during the appraisal process. The closing date for applications is 25th February 2020.

The salary will be paid at Point 16 (£18,909 FTE) but there is the possibility of accommodation and those who choose to live in would be paid a commensurate salary.



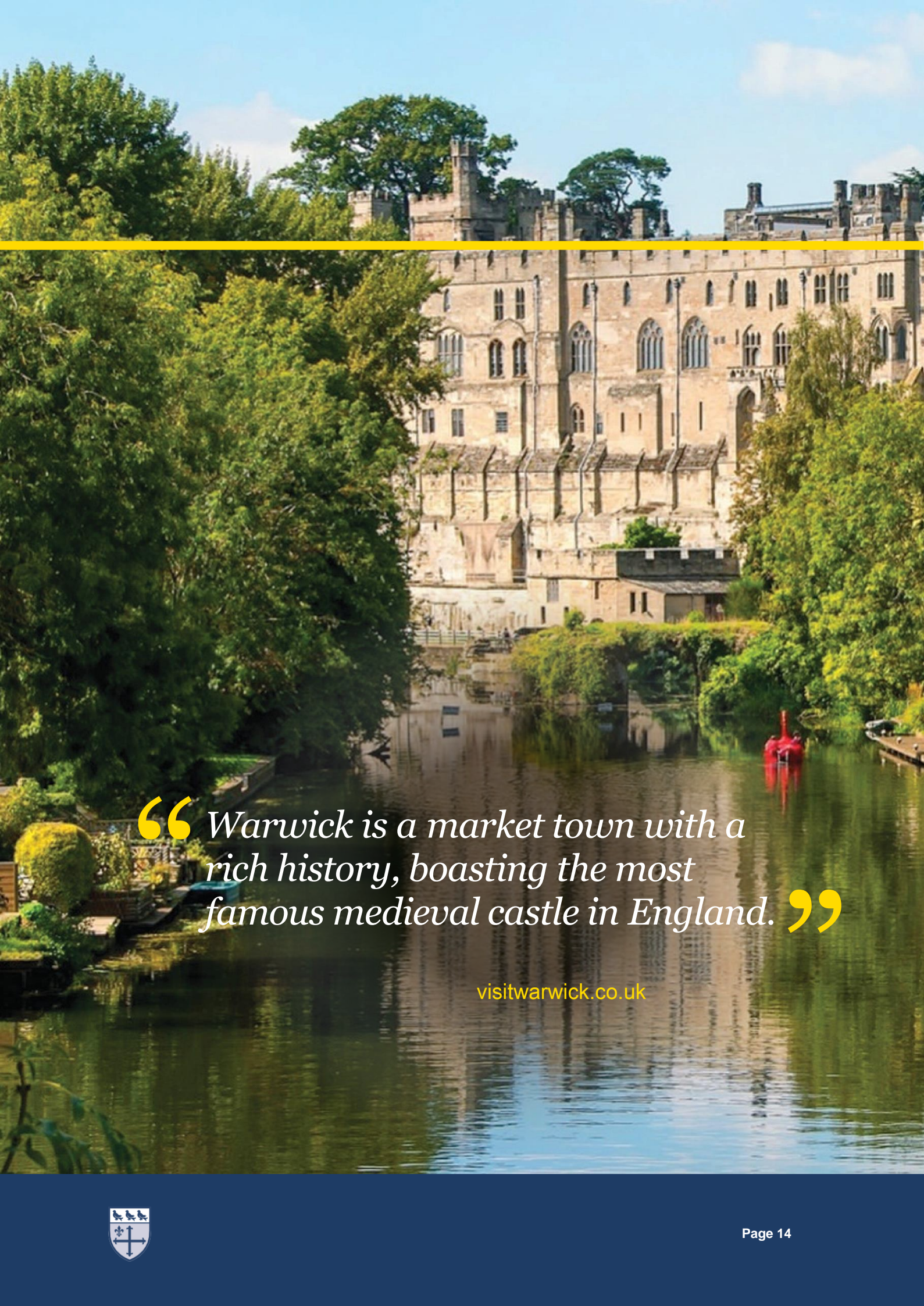
D Smith, Head Master

Person Specification for Graduate Drama Assistant

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

| Skills and personal characteristics | Essential | Desirable |
|---|-----------|-----------|
| A skilled actor, facilitator or director and/or be able to offer other skills within the realm of performing arts | ✓ | |
| Aspire to become a performer, director or teacher | | ✓ |
| An ability to cope with pressure | ✓ | |
| Enjoy working with young people collaboratively | ✓ | |
| An ability to show initiative | ✓ | |
| An understanding and commitment to equality of opportunity for all | ✓ | |
| An understanding of, and a commitment to the ethos of the school as a community | ✓ | |
| A desire to be a role model for young people | ✓ | |
| An excellent team-player | ✓ | |
| Excellent attendance record | ✓ | |
| Excellent administrative abilities | ✓ | |
| Have good IT and administrative skills including Word, Excel and potentially creative applications associated with the arts industry : e.g. Photoshop, Indesign, Qlab etc | | ✓ |
| Experience in a similar role | | ✓ |
| A sense of humour | ✓ | |
| Understands their role in the context of safeguarding children, young people and vulnerable adults. | ✓ | |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | ✓ | |

| Qualifications and Training | Essential | Desirable |
|---|-----------|-----------|
| A Degree in a subject linked to drama | | ✓ |
| Courses of further study relevant to the post | | ✓ |
| Evidence of personal success in the performing arts | | ✓ |

A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill overlooking the River Avon. The river is calm, reflecting the castle and the surrounding lush green trees. A small red boat is visible on the right side of the river. The sky is blue with some light clouds.

“Warwick is a market town with a rich history, boasting the most famous medieval castle in England.”

visitwarwick.co.uk



A scenic view of Warwick Castle, a large stone fortress with multiple towers and battlements, situated on a hill overlooking the River Avon. The river is calm, reflecting the castle and the surrounding greenery. The sky is blue with some light clouds. The image is used as a background for the text overlay.

Why work in Warwick or move to the area?

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants and culture.

There are also many great places to live nearby. Close neighbour, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times and also 'the Happiest Place to Live in the UK' in a recent survey by Right Move.

Leamington was voted Best Place to Live in the UK in 2017
(BBC News, 2017)

Solihull, Stratford Upon Avon, Coventry and Birmingham are also close by and easily reached by train.

In Birmingham, you will find the Symphony Hall, Arena Birmingham and National Exhibition Centre. The city has many fine museums and galleries, excellent shopping and evening entertainment, and is a major centre for sport, hosting the Commonwealth Games in 2022.

For theatre lovers, Stratford-upon-Avon is only eight miles away; it also offers various other attractions. In addition, the excellent Warwick Arts Centre on Warwick University campus is just ten miles away and has a range of facilities providing events throughout the year. Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School. Nearby Coventry has been named UK City of Culture 2021.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.

Within Warwick, Leamington Spa and the surrounding areas, there is also an excellent choice of schools, both private and maintained at all levels.





WARWICK
SCHOOL

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