



ST HELEN &
ST KATHARINE

Candidate Pack

For the position of

Teacher of
Drama

The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's is a welcoming school where students feel able to be themselves and relationships between students and staff are highly valued. It is a happy place where fun and laughter are central elements of the school day.

Eager to learn, and motivated to do their best, our students take advantage of the many opportunities on offer. We encourage them to challenge themselves and to take risks, both academically and beyond the classroom; we are also committed to creating a secure and supportive environment in which students feel they can make mistakes as they learn.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results and our goal is to ensure that every student achieves success as they define it, so that they can believe in themselves, their talents and abilities, and so that they will feel prepared and equipped for life beyond school.

The School was founded in 1903 to provide a Christian education for girls in the Abingdon area. It was joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a catchment area that includes Oxfordshire, Berkshire and Buckinghamshire.

The School is a thriving community of 712 students aged 9 to 18 years including 186 in the Sixth Form and a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.



The site

School facilities are excellent. The original school buildings date from 1906 and over the last ten years a significant capital programme has been undertaken with many new additions to the campus including a superb library with lecture theatre and IT suites. A new £7 million Science Centre opened in September 2014 providing 12 new laboratories, breakout spaces and a three-storey glass atrium. A new 3D Design Workshop and Design Hub opened in 2015 and a new Sports Centre in 2016.



The staff

The School staff body comprises 200 plus employed staff (teaching and support), plus sports coaches, casuals, volunteers, governors and visiting music teachers. Staff are well-qualified, conscientious and share a strong belief in the School ethos. With a passion for their subjects and a real focus on teaching and learning, there is excellent rapport between the students and staff. Staff are strongly committed to the provision of academic, enrichment and extracurricular opportunities through clubs, societies, trips, lectures and other events. The School supports and celebrates the professional development of all of its staff.



Academic achievements

Our excellent academic record is the result of thought-provoking, committed teaching that brings subjects alive, encouraging students to extend themselves, whilst allowing them time and space to grow in confidence.

In 2020, St Helen's students achieved the following results:

A-level: 83.6% A*-A, 95.9% A*-B

I/GCSE: 46% 9 grades, 93% 9-7 grades

The role

We are seeking to appoint a well-qualified and innovative part-time Teacher of Drama, to start in September 2021. The post holder will teach in the region of 6-8 periods per week, out of a possible 30, plus a time allocation of a further 2-3 periods for directing a school production. The successful applicant will be able to teach across the age range, demonstrate extensive subject knowledge, and have the ability to inspire and motivate students to develop their performance and theatre making skills. A genuine passion for teaching drama and a commitment (on a pro-rata basis) to a full and inclusive extracurricular programme are essential.

All teaching staff are expected to contribute to the pastoral and enrichment programmes of the School. In addition to teaching, the post holder will also have pro-rata pastoral responsibilities within their allocated year group. All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

The department

The Drama department is a high-profile hub of activity and the standard of productions and academic results is impressive.

The Drama department currently comprises two full-time teachers and one part-time teacher and is situated in the Performing Arts Centre. The building is run by a full-time Performing Arts Facilities Manager, who specialises in lighting and sound, and a full-time Drama Assistant who manages the department's administration as well as offering teaching support at KS3 and KS4. Together, they support all the productions, both extracurricular and examination-based, through their design and technical expertise.

Facilities

The Performing Arts Centre contains the professional grade Studio Theatre which houses an audience of up to 120 on stalls and gallery levels. Designed three-quarters-in-the-round, there are two rows of fixed seating downstairs, which allows for the space to be used in an exciting variety of permutations. There is also a small performance balcony.

Since the Studio Theatre opened in May 2004 it has housed all manner of curricular and extracurricular productions, as well as rehearsed readings, lunchtime shows and drama clubs. It is a vibrant, busy space and students take opportunities to direct small-scale productions and devise new plays for performance. In addition, the YPH theatre provides a fully equipped venue for large scale productions, concerts and events in an end-on 300 seat performance space. Practical Drama lessons are taught in the Studio Theatre and the YPH, along with a dedicated Performing Arts Studio.

Subject details/curriculum

In Year 7, students have a double lesson of drama each week throughout the academic year. In Year 8, students have a double lesson of drama for two terms out of three, with a single lesson in the third term. Students can opt to study drama in Year 9, with a double lesson each week throughout the academic year. Drama is a popular subject in Year 9 with four groups studying the subject this year.

There is an excellent uptake of Drama at GCSE level, with teaching groups currently studying Edexcel GCSE Drama (1DR0): two in Year 10 and two in Year 11.

In the Sixth Form, teaching is shared with Abingdon School to enable students to work in mixed groups. We follow the Edexcel specification and have four groups studying A level Drama and Theatre (9DRO): two in Upper Sixth and two in Lower Sixth. A level lessons are shared equally between drama staff at both schools and the students travel between sites, a ten minute walk away. Regular theatre trips take place for GCSE and A level students and live theatre learning opportunities have continued through online forums throughout the last year.

The department awards drama scholarships in the Sixth Form, and our drama scholars are a key part of the busy and bustling life of the department. There are currently five drama scholars in the Sixth Form, two in the Lower Sixth and three in the Upper Sixth. Each one has a member of drama staff as a mentor and is able to take on creative projects to develop their skills.

Both St Helen's and Abingdon School maintain strong links with alumni who are now working professionally in the world of theatre, film, radio and television. Sixth Form students from Abingdon School and St Helen's who are planning to pursue careers in the Arts are supported in bridging the gap between school and the world beyond.

We have a Junior department of approximately 40 students (across Years 5 and Year 6), where Drama is managed and taught directly by Junior department staff.

Extracurricular

The Drama department takes pride in offering a diverse range of theatrical opportunities and creating dynamic, high quality productions in which students are proud to take part. Students can choose to perform or assist with any other aspect of production eg lighting, set design, prop making, costume, hair and make-up. We also have a dedicated student stage management team.

In addition to regular clubs, there are three large scale productions each year and a number of smaller scale initiatives directed by both staff and students. Recent Lower School productions have included *Seussical the Musical* and *Hetty Feather*, with *Wind in the Willows* forthcoming in June this year. Middle school productions have included a live streamed performance of *Blue Stockings*, *Second Person Narrative* and *Daisy Pulls It Off*. Two senior productions are offered each year, in collaboration with Abingdon School. Recent joint senior productions include *My Fair Lady* at St Helen's, *King Charles III* at Abingdon School, a St Helen's studio theatre production of *Government Inspector* and two forthcoming performances of *An Ideal Husband* and *Twelfth Night*. Our annual playwriting competition offers students an opportunity to develop a full play, which is then developed into a full production. Recent original productions include *The Edge of Hope* an original radio play and *Taigh Taibshe (Ghost House)* which will be streamed later this term.



Role details

St Helen and St Katharine values the highest level of professionalism in its teachers. It is expected that all teachers will display a high level of knowledge and understanding of their subject area, and communicate this enthusiastically to students. Teachers should have high expectations of their students and be able to display evidence of planning, preparation and monitoring of progress. It is the responsibility of all teachers to create a stimulating and positive learning environment, and to employ a range of teaching strategies, thus enabling all students to fulfil their academic potential. They should inspire trust and confidence.

Specific responsibilities include:

Curriculum delivery

- Planning, preparing and teaching the classes assigned to him/her, using a range of strategies for teaching and classroom management to ensure that individual learning needs are met.
- Ensuring that marking of students' work is both regular and thorough and that full records are kept.
- To regularly monitor the progress of all students in their teaching groups, taking account of individual learning needs to have a positive impact on student progress.
- Liaising with the Learning Support Co-ordinator on strategies to support the progress of students on the Learning Support register.
- Keeping abreast of current thinking and development in the subject area(s).
- Assisting the Head of Department with the development of appropriate syllabuses, schemes of work and teaching styles.
- Sharing resources and training materials with colleagues.
- Contributing to departmental activities, e.g. enrichment work, clubs, societies and trips.
- Taking responsibility for professional development and using the outcomes to improve teaching and learning.
- Attending whole school INSET sessions.

Physical resources and safety

- Meeting the health and safety requirements of the School.
- Working with the other members of the department to ensure that all resources are well looked after and that departmental areas provide a stimulating environment for teaching.

Communication

- Providing or contributing to oral and written assessments, reports and references relating to individual students.
- Attending Parents' Meetings.
- Attending regular departmental meetings and full staff meetings.
- Attending Open Day.

Pastoral and whole school support

- Being a form tutor if required
- Contributing to the pastoral care and personal development of students.
- Carrying out a share of supervisory duties in accordance with published schedules.
- Ensuring that a register of attendance in lessons is kept and taking appropriate action in cases of student absence.
- Supporting the ethos of the School through maintaining the highest standards of professionalism.
- Attending assembly or chapel and whole school services.
- Contributing to whole school activities, e.g. clubs and expeditions.

The person

Skills/Abilities

- Ability to model and foster enthusiasm for the subject
- Ability to motivate and inspire students across the age and ability range
- Ability to relate well to young people
- Ability to build students' confidence in drama
- Ability to work well on a day to day basis in a supportive and collaborative manner as part of a departmental team
- Ability to contribute to the development and implementation of departmental policies and goals
- Excellent communication skills – oral and written
- Effective IT skills
- Excellent teaching and classroom management skills

Knowledge

- Excellent subject and curriculum knowledge, ideally up to and including A level
- An awareness and understanding of the issues and current developments in teaching drama in schools
- An awareness of current teaching practice in the subject area

Qualifications and Experience

- A good honours or higher degree in a relevant discipline.
- Qualified Teacher Status is desirable

Personal Attributes

- Enthusiasm and passion for drama and the ability to convey this to students
- A willingness to take an appropriate share of departmental responsibilities and participate in trips
- High levels of personal and professional integrity
- High degree of self-confidence, dynamism and personal warmth, to develop a good rapport with students, colleagues and parents
- High expectations for student attainment, personal development and conduct
- A commitment to involvement in an extracurricular programme which meets the needs of all students
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development
- A commitment to safeguarding our students in line with the School's Safeguarding policies

Salary and benefits

- Teachers are paid a salary that reflects their knowledge and experience. St Helen's offer competitive salary levels and has its own salary scale which offers scope for pay progression.
- Teachers are entitled to take the normal School holidays.
- Teachers are eligible to join the Teachers' Pension Scheme.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.



St Helen's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to these checks.

The process

Before you apply for this post please ensure that you have read both our Safer Recruitment, and Safeguarding policies, as well as our Staff Privacy Notice, all of which can be accessed via the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then posted to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE



The closing date for this post is **Tuesday 18 May 2021 at noon**. Interviews will take place during the **weeks commencing 24 May 2021**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend interview.

We look forward to receiving your completed application.



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