



# FOREST SCHOOL

## **DIRECTOR OF DRAMA**

April/September 2020

*We are seeking to appoint a talented and inspirational Director of Drama to lead this busy and dynamic department into its next stage of development, retaining and enhancing our reputation for dramatic excellence and exploring new opportunities for Drama within the School, local and national communities. The ideal candidate will have a strong record of delivering academic achievement as well as a strong catalogue of performance opportunities for their pupils.*

### **The School**

Forest School is an independent day school of 1450 pupils on the edge of Epping Forest in northeast London. The School consists of a Preparatory School (280 boys and girls aged 4 – 11), a Senior School of 1170 boys and girls aged 11-18. It is in membership of both the HMC and the IAPS.

The split between the genders is almost exactly 50:50. Pupils are taught in single-sex classes between the ages of 7 and 16 and come together in a co-educational Sixth Form of 270.

You are strongly encouraged to visit our website [www.forest.org.uk](http://www.forest.org.uk) where you will find a full introduction to the School.

### **The Drama Department**

Drama is a highly respected subject at Forest School and the Drama staff pride themselves on maintaining excellent academic results, highly challenging and artistic productions, enriching curricular experiences, theatre trips and theatre excursions. We also have developed strong links to the community through outreach and partnerships which we hope the new Director of Drama will nurture and build upon.

Forest has an enviable reputation for the quality of its performed drama, and pupils are presented with wide a range of opportunities for involvement. A large-scale production is staged every December (recent choices include *The Crucible*, and *Cyrano*; and we are currently rehearsing *The Tempest*), and two further productions per year one in Lent and one in Trinity terms. Our Lent term production is delivered in conjunction with the Music department and this year we will be putting on *Barnum!* Every spring all fourteen boys' and girls' houses stage their own ambitious versions of plays as part of the Boys' and Girls' Schools' House Drama Competitions. There is an opportunity for our Middle School dramatists to perform in the Trinity Term and ambitious productions of both scripted plays and devised drama are mounted by examination candidates as part of their courses.

Drama is offered as an examination subject at GCSE and A level as an option for pupils in year 9. All pupils in years 7 and 8 have Drama as part of their broad and balanced curriculum. Drama examination results are strong. In Summer 2019, 85.7% of Year 11 candidates achieved an A\* or A grade at GCSE, and 100% of Year 13 candidates achieved at least an A grade at A Level. With such a strong academic record, it is hoped to increase the number of students taking drama as examination options in the coming years. Past A Level Drama pupils have gone on to study Drama at some of the country's finest Drama schools and universities.

The Drama department is also responsible for teaching Drama to pupils in the Preparatory School and running co-curricular Drama clubs for Preparatory School and Lower School pupils (Y7-8).

Lessons, rehearsals and performances take place in the 375-seat Deaton Theatre and in a small purpose-built studio, both of which are equipped to professional standards and are shared with the Dance Department. Other facilities include a green room (also used for teaching), a production workshop and storage areas. There is considerable interest in technical theatre, with a number of pupils learning lighting and stage management skills in scheduled Activities time.

## **Job description**

The Director of Drama reports to the Deputy Head Co-Curricular and is supported by one full-time and one part-time Drama teacher and has access to regular administrative support.

## **Curriculum, Teaching and Learning**

**The key responsibilities of the post are:**

- to lead and manage the members of the Drama department: to monitor standards of teaching and learning according to agreed criteria; to observe colleagues teaching, evaluating teaching methods; to encourage debate about good practice; to support all colleagues in the department, in particular newly qualified or inexperienced teachers, by offering guidance and advice; to teach as wide an age range as possible; to lead by example in their own teaching and to invite other colleagues in the department to observe their classes.

- to plan the development of the subject: to keep abreast of national debate about the teaching and learning; to discuss each year with all members of the department and then with the line manager the development plan: to submit and manage a budget; to identify training and resource needs and opportunities for the department; to contribute to discussion of the School Development Plan; to monitor and review developments.
- to submit each year a schedule for the optimum deployment of staff and effective organisation of classes. To be responsible for producing and keeping up-to-date the Departmental Handbook which interprets School's aims and policies and which is available for all members of the department and includes suitable schemes of work and syllabuses to be followed for pupils of all ages and abilities, including GCSE and A level.
- to ensure that the Department environment and resources are conducive to effective teaching and learning.
- to ensure all Schemes of Work are coherent, progressive, purposeful and stimulating.
- To develop your curriculum in line with the School's teaching and learning policy and priorities.
- to monitor assessment, recording and reporting of pupil progress in his/her subject area; to use records of attainment to set targets and monitor progress; to analyse internal and external examination results and discuss these with the Deputy Head Co-Curricular.
- to communicate as appropriate with parents and pupils matters concerning their subject including advice regarding subject choices at GCSE, A level and at university.
- to be responsible for all educational visits and risk assessment for events in and out of School.

## **Leading and Managing the Department**

- to submit each year a schedule for the optimum deployment of staff and effective organisation of classes.
- to conduct annual performance reviews of all members of the department and provide opportunities for their further professional development.
- to be involved in the recruitment and induction of new members of staff within the department.
- to attend meetings of Heads of Department and to sit on other committees as appropriate.
- to contribute as appropriate to links with the community beyond School, for example with representatives from feeder schools.
- To extend the department's outreach and partnership profile ensuring positive links and impactful outcomes with our local community.
- to fulfil all the requirements of a full-time teacher.

- **Co-Curricular Drama**

- to maintain, and communicate, a clear and vibrant vision for Drama at Forest School; to work closely with the Deputy Head Co-curricular in ensuring that this vision is both deliverable and delivered.
- to work closely with the Directors of Music and Art and the Head of Dance to create a dynamic environment for the Arts; to safeguard the place of Drama in the curriculum and be a visible supporter of and ambassador for the arts within the School community.
- to be responsible for the management of the visiting LAMDA and Trinity Guildhall Drama teachers: to organise the timetable for extra Drama lessons; to communicate information about extra lessons with parents and pupils, as well as tutors, as required.
- to be responsible for all Drama events that take place across the School; to plan and implement an annual programme of Drama productions that makes best use of the talents within the School and that appeals to, and involves, a full range of pupils.
- to support members of staff in their planning and directing of plays.
- to lead by example in their own direction of drama performances each year.