

**Headmistress: Dr Felicia Kirk,
BA (University of Maryland), MA and PhD (Brown University)**



ST MARY'S CALNE

Director of Drama **Full-time, September 2019**

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking for an experienced, enthusiastic and inspirational graduate, with outstanding interpersonal skills, to lead and manage our exceptional Drama Department. We would expect the successful candidate to be able to teach at all levels of the school, as well as taking the lead in overseeing and developing the broad ranging programme of this key department within the school.

**St Mary's is committed to safeguarding and promoting the welfare of pupils.
Due to the nature of the work involved, the successful applicant will be required to
undertake an Enhanced DBS check.**



THE SCHOOL: ITS ETHOS AND AIMS



St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.

Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



BENEFITS OF WORKING AT ST MARY'S CALNE

- St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.
- Excellent and tailored continuing professional development within the department and across the school.
- Competitive salaries and a contributory pension scheme.
- Discounted membership of the St Mary's Calne Sports Centre.
- Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.
- Complimentary meals in the Dining Hall during term time.
- Free on-site parking.

THE DRAMA AND THEATRE STUDIES DEPARTMENT

The excellent, versatile, purpose-built Delscey Burns Theatre (1990), is an important centre for the creative arts and an integral part of school life at St Mary's Calne. The Drama & Theatre Studies department is renowned for its outstanding programme of professional theatre productions and for the high level of its academic and creative work.



The department consists of seven members of staff: the Director of Drama, one part-time curriculum Drama teacher, a full time Dance and Drama Graduate Assistant, and four part time teachers of LAMDA, one of whom is also the LAMDA co-ordinator. We have regular access to lighting specialists and technicians to support regular theatre and production work. The department also has associate teachers from RADA who form part of the team delivering the unique St Mary's & RADA Advanced Communications Course, developed as a joint project between our Drama Department and the Royal Academy as an option for our Sixth Form pupils. This is part of our forward-thinking and contemporary curriculum.

In LIV-UIV all girls have one lesson of Drama per week. We have a good number of girls taking the subject at GCSE and small but dedicated classes at A Level. We currently follow the Edexcel A Level Drama & Theatre course in which the girls study *'That Face'*, *'Antigone'* and *'Punchdrunk'* for the Component 3 exam. At GCSE we teach the AQA specification and at this level our students are studying Kneehigh's *'Hansel and Gretel'* as their set text. The department has an excellent track record of results at A Level and GCSE, particularly with our first set of results from the new specifications.

Extra-curricular activities in Drama & Theatre are both very popular and wide ranging. The annual programme of major events includes:

- A large-scale Senior Autumn production (biannually a musical – a musical in 2019)
- Company Drama Competition or Scholars Play
- 'Four on Tour' (a production involving UIV - Year 9 - who are involved front or backstage, at the Egg Theatre in Bath). This year this will involve participation in the National Theatre Connections Festival
- A Level and GCSE scripted and devised plays
- Dance Show and Drama Club Showcase



- A large-scale Summer Junior Production which involves all the girls in the LIV and MIV (Years 7 and 8) (biannually a musical – a musical in 2019)
- LVI Edinburgh Fringe performance

There are also regular LAMDA performance evenings, workshops with visiting theatre companies and practitioners and regular theatre trips to London and a host of regional theatres. We are very lucky to be a well-resourced and well supported department.

EXPECTATIONS OF THE DIRECTOR OF DRAMA

The Director of Drama has an overall responsibility to the Headmistress; he/she will report to the Director of Teaching and Learning in respect of the day to day management of the department. He/she will have overall responsibility for the strategic direction and development of the department under the Deputy Headmistress, as well as for its public relations, and will have a key role in organising events to promote the development of the subject in all its aspects.

Specific aspects will include:

Curriculum

- Developing the curriculum throughout the school, ensuring that it is creative, contemporary and in line with the aims and ethos of whole school strategic thinking.
- Promoting opportunities for all girls so that their potential is encouraged and developed.
- Teaching Drama across the whole range of year groups LIV-UVI (Years 7 - 13).
- Monitoring progress and leading the assessment at both A Level and GCSE Level Drama.

Extra-Curricular provision

- Overseeing the Senior Autumn Production (in late October – before Half Term) and the Four on Tour production in the Spring Term. The direction and production of these can be delegated to other members of the department if appropriate but it is expected that the Director of Drama will direct and produce the Autumn 2019 musical.
- Producing and co-directing the Junior Play - in June at the end of the Summer Term.
- Producing the annual Edinburgh Fringe Production. Appointing a director from within the department and assisting him/her.
- Overseeing and assisting with all other extra-curricular Drama provision; ensuring that all other activities are well staffed and that the provision is of the highest quality.
- Attending and hosting department events and performances.

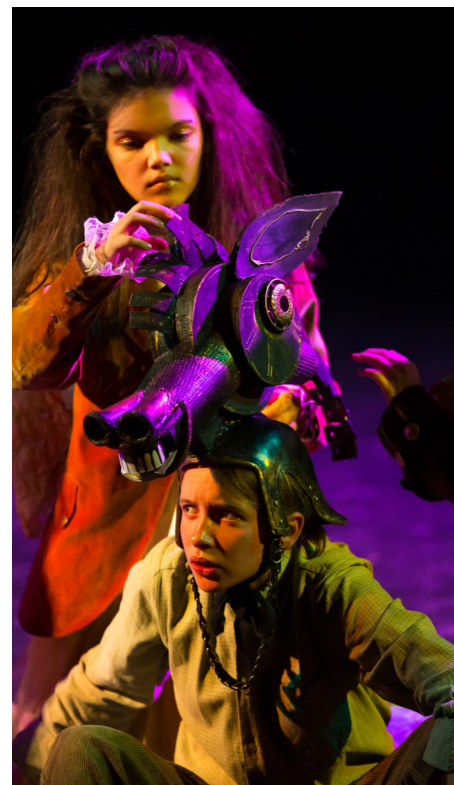
Facilities and resources

- Assessing and overseeing the provision of resources across the department. Being responsible for the ordering, storage and maintenance of everything which the department possesses.
- Working with the Estate Bursar, Logistics Manager and Bursary to ensure that health and safety practices in the theatre are of the highest possible standard.

- Line-managing the other Drama teacher and all the LAMDA teachers to ensure that the department runs smoothly, that all aspects are resourced appropriately and that tasks, activities and departmental administration are appropriately delegated.

Budget

- Agreeing and then managing the departmental budget effectively, in liaison with the Bursar and his staff.



Internal and External Liaison

- Leading and implementing the vision for Drama across the whole school.
- Representing the department at Heads of Department meetings and Open Days; undertaking out of school visits; liaising as necessary with external agencies, attending Parents' Meetings and following up any departmental matters which might arise from these.
- Ensuring that the department plays its full part in the Donaldson Week programme and, thereby, encouraging links with other subjects across the curriculum.
- Running Scholarship auditions and ensuring that Drama Scholarships are successfully allocated and that scholars are well catered for.
- Promoting liaison between partner preparatory schools (in particular St Margaret's) and local primary schools and making appropriate use of information provided on transfer.

Leadership and Management of the department

- Striving for excellence in all teaching and learning, and encouraging and enabling other members of the department to do the same, through professional development and monitoring.
- Liaising with universities, academic institutions, theatres, practitioners and professional bodies to embellish and enhance the experience of Drama for the girls beyond that found in the classroom.
- Providing relevant and stimulating opportunities for girls, such as visits to the theatre to support their study of curriculum Drama.
- Organising appropriate assessments across the department, to ensure that pupil progress can be monitored effectively and adjustments can be made when necessary.
- Managing the day-to-day administration of the departmental timetable and activities; overseeing the entries for external examinations (in close conjunction with the Examinations Officer).

PERSON SPECIFICATION

Essential

- University Graduate in a related subject
- Experience of teaching Drama as an academic subject
- A well-qualified, experienced and inspiring Drama teacher with a track record of success
- Willingness to collaborate effectively with other members of staff
- Experience in directing plays to an exceptional standard
- Excellent communication skills
- Motivation to work with young people
- Good IT skills
- Willingness to participate in the wider life of a boarding school
- The ability to tutor girls and be pastorally aware of their needs
- The ability to use initiative and solve problems
- The ability to relate effectively with pupils and their parents
- The ability to be flexible and work independently
- The desire to develop professionally on a continuous basis.

Desirable

- Knowledge and experience of the relevant GCSE and A Level specifications.



EXPECTATIONS OF ACADEMIC TEACHING STAFF

Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.



St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.



In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.

TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

In addition, a full-time member of teaching staff can expect:

- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To teach maximum of 20 teaching periods per week (from a 33 period week with staff available in school for 28 periods allowing for an afternoon and Saturday morning off). This is a normal teaching load; individual variation in this is taken into account when allocating Cover lessons and other duties, for example to allow relief for those staff who have a greater number of tutees. Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time. This is worked out on the basis of $(\text{number of teaching periods} / 20) \times 8$.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Director of Teaching and Learning.
- To be a Tutor to a number of girls up to a maximum of 8.
- To take a share in Cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week.
- Evening, weekend and other duties allocated by the Deputy Head or Senior Mistress.
- To be in school prior to the start and end of terms as required. When arranging holidays and other commitments outside school, staff should avoid the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time. Any request for absence during this time needs to be submitted directly to the Headmistress.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.



All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training. The above applies to part-time teaching staff on a pro-rata basis.



FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact:

Mrs Karen Turner
St Mary's School
Calne
Wiltshire SN11 0DF

Email: teacher.recruitment@stmaryscalne.org

Tel: 01249 857 338

A fully completed application form, together with a covering letter, should be sent by email to:
teacher.recruitment@stmaryscalne.org

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Midnight on Thursday 17th January 2019
Interview date: Wednesday 23rd January 2019

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training.

EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2018*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

St Mary's School, Calne, Wiltshire SN11 0DF

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