

WELLINGTON
COLLEGE



Job Description

Job Title:	Director of Drama
Date:	September 2020 or January 2021
Department:	Drama
Reports To:	Director of Arts and Deputy Heads (Academic & Co-Curricular)
Responsible For:	Teaching staff within the Drama department and LAMDA teachers

Purpose of the Position:

Wellington College seeks an excellent middle leader who is an inspiring, dynamic and experienced Drama practitioner and teacher. The Director of Drama will be committed to creating the best possible outcomes for all pupils as well as leading the staff within the department to high standards of teaching practice. Alongside teaching and overseeing all areas of Drama and Theatre study, the role will encompass all aspects of co-curricular Drama. There is currently a strong drama tradition at the College and the Director of Drama will ensure that the Drama programme touches the lives of all Wellingtonians, promoting a lifelong passion for the Arts. Expectations are that productions will continue to be of the highest quality, adding depth, breadth and insight to every pupil's education. The successful candidate must be an effective Line Manager as well as being an efficient administrator.

Departmental Information

The Drama department at Wellington College is superbly resourced with exceptional technical facilities and professional performance spaces. Situated in the G.W Annenberg Performing Arts Centre the Drama department enjoys being at the cultural hub of the school. Lessons take place here as well as the majority of College productions. Students benefit from the opportunity to learn, exhibit and perform in our state-of-the-art facilities, in an environment that greatly enhances day-to-day College life and events. Drama is a very popular subject and is taught throughout the College from Years 9 – 13. There are currently 3 full time teachers of Drama. There is also a Head of LAMDA who organises individual lessons and leads a production and showcase each year. The department benefits from a Theatre Manager and several theatre technicians who assist with all technical requirements. The pupils are currently taught using the Edexcel syllabus for GCSE and A Level. Literature and Performance and Theatre Studies are also offered as part of the International Baccalaureate in the Sixth Form. Numerous productions take place throughout the year ranging from large scale musicals and plays to more intimate pupil led productions, plus the annual House Drama Competition. There is an inclusive policy for all students to access and enjoy the opportunities of being involved in Co-Curricular Drama.

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Main Tasks and Responsibilities:

In addition to the general teaching responsibilities defined by the Master of the College, the Head of Department has a number of management and leadership responsibilities relating to the co-ordination of the department, which include;

Relational

- To ensure that colleagues have access to the material resources they need to teach (e.g. department handbook, schemes of work, department file share)
- To foster a collaborative, effective, collegial and supportive department team (including non-teaching staff where applicable)
- To oversee best practice in teaching to ensure high quality teaching and learning. To correct poor or dangerous practice
- To assist the Master and Deputy Academic in the recruitment of new staff
- To ensure the induction and support of new staff, including lesson observation and academic guidance in collaboration with the Head of Professional Learning
- In conjunction with the Second Master, to oversee each teacher's whole-school commitments to manage their contribution to College life
- In conjunction with the Second Master, to oversee and support the professional development (including PDR), morale and well-being of staff in the department
- To hold regular department meetings, with an agenda which meets the needs of the department. To record and share minutes/action points
- To ensure high standards of pupil-teacher relationships and of pupil behaviour/attitudes to learning. To liaise with tutors/HMs/HoYs where appropriate
- To maintain a record of staff absences
- To ensure appropriate cover for staff absence
- To liaise with HR on staff absence and return to work where appropriate

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Academic

- To co-ordinate and communicate the academic goals for the department and review where appropriate.
- To lead the formulation of an annual department development plan and to communicate and oversee the plan and its associated responsibilities with the department
- To be responsible for the implementation of department and relevant whole-school policies.
- To co-ordinate the selection and development of appropriate courses and syllabuses and related resources.
- To keep up to date with curriculum change and reform. To lead department planning in the light of change and reform
- To ensure the appropriate setting of pupils within the department
- In conjunction with the Head of Academic Support, to make sure that SEND requirements are met
- To co-ordinate the department timetable, allocation of teaching sets and classrooms
- To liaise with the Exams Office on all aspects of public exam entry
- To be responsible for the submission and moderation of coursework where appropriate
- To co-ordinate the setting and marking of internal school exams
- To monitor performance in internal and public examinations and coursework and to identify and address any teaching and learning matters arising
- To ensure the prompt, consistent and effective assessment of pupil learning by department staff
- To attend HoD meetings and to disseminate relevant information to the department
- To co-ordinate the department's recommendations to the Master for the awarding of prizes
- To co-ordinate relevant aspects of admissions: Common Entrance exams and report; Scholarship exam and report; new entrants at all levels
- To maintain appropriate external relationships, e.g. the Wellington family, Rugby Group, prep schools
- To oversee the provision of relevant and up to date advice and support for pupils on higher education courses related to the subject area (including Oxbridge)

Co-Curricular Drama

- To create a co-curricular vision for the department in line with the College's vision and priorities
- Drawing up an annual programme of productions, events and societies and overseeing these
- Enabling an inclusive approach which makes Drama accessible to all
- Working with Heads of other Arts departments to ensure Drama supports the whole spectrum of the Arts programme
- Being responsible for Health and Safety, Security and Safeguarding within the department
- Use Drama to build links with the local community

Infrastructure

- To prepare and manage an annual department budget
- In conjunction with the Works Bursar and the works team, to ensure that the department is a safe and welcoming environment for all to be in
- To ensure that the department is an environment physically conducive to learning (e.g. tidiness, use of wall space)
- To plan for, provide and maintain the physical resources necessary for learning and the delivery of chosen syllabuses and courses (including for example, books, past papers, file shares, department websites, furniture, equipment). Where necessary, this will be in conjunction with other departments such as Works or ITS

Beyond the Classroom

All teachers at Wellington are expected to contribute fully to the extra-curricular and pastoral life of the College. It is the norm for teachers to coach sport at the appropriate level and to help deliver service or CCF activities on Wednesday afternoons. As tutors, teachers are allocated to a boarding or day house and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that house. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the house community.

The College expects its' teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach

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games, direct plays, support and organise society meetings and take pupils on trips to concerts/theatre locally and in London.

A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including; sport, social events, chapel services, musical rehearsals and many other things.

Person Specification:

Educational Attainment

- Good level of degree in a directly related subject (essential)
- Masters or Post Graduate qualification in a related subject (desirable)
- 3 A Levels, IB or equivalent
- 8+ GCSE A*-C (English and Maths essential) or equivalent

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Thorough knowledge of the (13-18) subject Curriculum – GCSE/IGCSE & A Level • Involvement in extra-curricular activities (professional, amateur or voluntary) • Experience of managing change and improvement 	<ul style="list-style-type: none"> • Recognised teaching qualification, such as a PGCE, or equivalent experience • Teaching experience at IB • Awareness of Safeguarding requirements and good practice within a boarding school setting • High level of IT literacy

Skills and Personal Qualities

- be capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College
- be able to demonstrate a positive and authoritative rapport with senior and junior pupils
- excellent and effective classroom management skills
- have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- be organised and self-motivated, with a proven record for meeting targets and deadlines
- have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
- able to perform well and remain professional whilst under pressure
- be a dedicated team-player, who strives for excellence and leads by example
- be committed to boarding school life and willing to engage in a range of extra-curricular activities
- be tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- demonstrate a strong commitment to personal continuous professional development
- display a smart and professional appearance, representing the College in a positive manner

Essential Values, Behaviours and Attitudes

All employees are expected to actively promote and demonstrate the six core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Ambition and Curiosity

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Colleges' Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.