



The Abbey

The independent school for girls aged 3-18.

TEACHER OF DRAMA

(FULL TIME PREFERRED BUT EXCELLENT PART TIME CANDIDATES CONSIDERED)

Background

The Abbey School is an independent GSA day school for girls aged 3 to 18 years. Founded in 1887 the school enjoys an enviable reputation of academic excellence, a rich history, a caring pastoral environment and a wide breadth of extra-curricular activity for each individual. With exceptionally high ratings in the national league tables and a thriving International Baccalaureate diploma programme, The Abbey School is the only independent school in the Berkshire area to offer such outstanding opportunities to academically able girls. The girls themselves are motivated, enthusiastic and co-operative and there is a happy, purposeful atmosphere to the school.

The staff at The Abbey School form a strong and professional community of highly skilled, dedicated and enthusiastic people. The governors and management team are committed to supporting the continuing development of its staff and maintain a good working environment with the necessary policies and procedures in place to support this. We recruit only the highest calibre staff who are lively, enthusiastic and committed. In return we aim to provide opportunities for employees to reach their own full potential for their benefit and the benefit of the school as a whole.

We are seeking a committed and enthusiastic Drama specialist to join a vibrant and highly successful department working with motivated and high achieving girls. The successful candidate should have experience of teaching Drama up to and including Sixth Form students and will be enthusiastic about contributing to our dynamic extra-curricular programme.

Salary and Benefits

Competitive salary; negotiable dependent on qualification and experience.

Staff are members of the State Teachers' Pension Scheme.

Lunches are available free of charge.

The department

Drama is a busy, happy, and successful department, staffed by subject specialists with backgrounds in acting, directing, devising, and the academic study of Drama. The department is housed in two well-equipped drama studios. Both studios are furnished with lighting rigs, a sound system, and interactive whiteboards. We also occasionally teach in other spaces, such as the Dance Studio, or Richards Hall, as timetabling allows.

The department consists of the Head of Department (full-time), a full-time Graduate Theatre Practitioner, and a part-time Theatre Artist in Residence, as well as this appointment. Some teaching is also delivered by members of the English department, who have extensive experience in teaching Drama.

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Curricular Drama

Key Stage 3 Drama is compulsory for all students. In Year 7 students have one single lesson a week, taught in half-form groups, and in Year 8, students have a double a week, for half the year, in form groups. In Year 9 they have a double a week for the whole year. We are a forward thinking and innovative department and like to develop and modify our schemes of work on a regular basis in order to keep the teaching fresh and exciting for the students. Current Key Stage 3 schemes of work include the study of Silent Movies and Radio Plays; *Commedia dell'arte*; non-naturalism; *Twelfth Night*; and Boal. We are seeking a teacher with a particular interest in this area to develop this aspect of the curriculum further

The Abbey Drama department consistently achieves excellent results for both practical and written examination components at Key Stage 4 and Key Stage 5. We aim to maintain these high standards in the years to come and pupil numbers are increasing year on year. There are two groups at GCSE and one group at A level. We currently follow AQA GCSE Drama, where we run parallel, relatively small examination classes, with talented and enthusiastic students, many of whom are Gifted and Talented. At A level, we offer Edexcel Drama and Theatre, where we consistently have a small and committed groups of students. Theatre is also offered as part of the International Baccalaureate diploma programme, and willingness to be involved with the delivery of this would be very welcome. Theatre trips are offered frequently throughout the year, as are workshops with professional theatre practitioners, and technical rehearsals for examination performances take place on a Saturday, when a professional lighting designer is hired to plot lights for the shows. The successful candidate would be expected to attend these weekend technical rehearsals, and theatre trips, when applicable.

This role also includes one afternoon at our Junior School, teaching students in Reception and Year 2, as well as offering a club for Year 3. Schemes of work are in place for this, and there is extensive support available from both the Head of Drama and senior staff at the Junior School, who have enthusiastically championed this cross-site collaboration.

Theatre trips

Reading is extremely well positioned for access both to local and national theatres. Central London is only approximately 40 miles away and South Street Arts Centre, with which we have established links, is a short walk from the school. We offer an annual Shakespeare trip for all Year 9 students, and examination classes are encouraged to attend at least three theatre trips a year as part of the curriculum. We endeavour to provide a rich and wide-ranging theatre-going experience for our Drama students, attending shows (scripted and devised) at a variety of theatres in a variety of styles and from a variety of historical periods. Recent trips have included *Twelfth Night* (Watermill Theatre); *Tristan and Yseult* (Globe Theatre); *How to Win Against History* (South Street Arts Centre); *Network* (National Theatre); *Jane Eyre* (National Theatre) and *The Tempest* (Royal Shakespeare Theatre). We have also begun to develop exciting links with touring theatre companies, hosting them in-house for performances and workshops. Recent visiting productions have included *In a Thousand Pieces* (PaperBirds), and *Macbeth* (Splendid Theatre).

Extra-curricular drama

Extra-curricular drama is very strong at The Abbey and all drama teachers must be prepared to participate in this aspect of the department, including attendance at regular after school rehearsals.

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Clubs

A Year 7 and 8 Drama Club is held one lunchtime a week, as is a Year 9 and 10 Theatre Ensemble. We also run a weekly drop-in session to support curricular Drama studies. We have also recently begun a *Frasier* club, and will be launching a Classic Film Society, and we are always happy to consider any additional clubs that the successful candidate feels able to offer.

Productions

The Drama department has built a reputation for producing exciting and imaginative shows of a high quality. We have developed excellent links with our local theatre, the South Street Arts Centre, where we now perform our Upper School Play (Years 9 – 13) and Lower School Play (Years 7 – 9), which alternate yearly. Recent Upper School Play productions have included *The Voyage of the Dawn Treader*; *The Canterbury Tales*; *Macbeth*; *As You Like It*; *The Lion, The Witch, and the Wardrobe*; *Alice in Wonderland*; and *A Midsummer Night's Dream*. Recent Lower School Play productions have included *The Arabian Nights*; *Ernie's Incredible Illusions*; and *101 Dalmations*. 2017 also saw the inaugural Sixth Form Play, *The House of Bernarda Alba*, and we hope to offer this on a biennial basis.

There are many other extra-curricular opportunities including the annual Year 7 Pantomime and the biennial Play in a Day event (open to Years 5 – 8).

2017 also saw the first collaboration between the Drama and Music departments, to stage a School Musical. We performed Disney's *Beauty and the Beast* to four packed houses, and we're excited to announce our next collaboration later this academic year, for performance in March 2019.

Drama department participation is also often required in assemblies, services and on other important school occasions and the successful candidate will be expected to play a full role in the delivery of our extra-curricular provision.

Drama Scholars

We run a varied Scholars' Programme, led by our Theatre Artist in Residence, assisted by our Graduate Theatre Practitioner, and members of the department. Scholarships are offered, by audition, for entry in Year 7, Year 10, and Year 12. Scholars perform their own production, either scripted (recent productions include *Grimm's Tales*) or devised (recent productions include *Shakespeare at the Table*, and *Tiny Plays*), as well as attending a theatre trip (recent trips include *The Lion King*, *The Comedy About a Bank Robbery*, and *The Play That Goes Wrong*) and participating in a workshop with a professional theatre practitioner (recent workshops include puppetry with Sarah Mardel, playwriting with Catherine Dyson, and Shakespeare with Benedict Sandiford).

All staff are either Form Tutors or Assistant Form Tutors and are expected to take part in the pastoral care of the pupils and to be involved in extra-curricular activity. They undertake various supervision duties according to a rota. The post-holder may also be required to carry out other duties appropriate to the post, as agreed and arranged by the School.

The following Job Description is current, but liable to variation to reflect or anticipate the changing needs of the department and the School.

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A member of an academic department will be required to undertake the following professional duties:

Teaching: (in each case with regard to policies and curriculum of school and department)

- plan and prepare lessons and homework;
- teach, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;
- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- liaise with the Head of Department about departmental matters;
- prepare and develop courses of study, teaching and examination materials methods of teaching and assessment, as required;
- participate in arrangements for preparing pupils for examinations, invigilate the examinations and assess performance as required;
- Develop knowledge and professional competencies.

General Administration:

- attend weekly staff meetings, and other meetings as required;
- assist at and attend official functions eg entrance tests, exhibitions, speech day and other events;
- attend school prayers;
- register pupils;
- supervise pupils as requested;
- have an awareness of and follow the school health and safety policy and code of behaviour;
- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Other Activities:

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her, so that pupils may reach their full potential;
- provide guidance and advice to pupils as appropriate;
- attend parents' meetings as required;
- supervise and, so far as practicable, teach any pupils whose teacher is not available to teach them;
- enter into the extra-curricular activities of the school;
- Undertake such other duties as the Head may reasonably request from time to time.

The Teacher Role at The Abbey Senior School

It is accepted that the role of a teacher is professional one, not bound by the fixed hours and time keeping regime that applies to an hourly paid employee. Nevertheless, it is felt that some clarity with regard to the extent of a full time role would be of value. ***The responsibility and allocation of duties would be pro rata for part time Teachers and in line with the detail as expressed in the contract of employment.***

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The points below apply to the basic teacher role and do not account for additional areas of responsibility.

Teaching and Academic

- **Lessons.** 32 periods; less any allowances relating to positions of responsibility, including an allowance of 1 period for Skills for life (formerly PSHE) for Form Tutors.
- **Homework.** Homework to be set in line with The Abbey School homework policy and year group homework timetables. Each homework to be marked.
- **Reporting.** School reports and report cards to be produced in line with the published reporting timetable.
- **Preparation and development of schemes of work and teaching resources.** Workload to be shared as equitably as possible within the Department. HOD to oversee. Will vary from subject to subject and from year to year according to demands of public exam and other specifications.
- **Departmental clinics/'help' sessions/detentions.** Involvement in line with equitable Distribution within Department. Overseen by HOD.
- **Cover.** Cover for teachers who are absent will be distributed as equitably as possible. Staff timetable commitments will be included in the allocation decisions so that those who are under-timetabled should expect to do more than the average amount of cover and those who are over-timetabled should expect to do less. As a general guideline, each period for which a member of staff is 'under-timetabled' would equate to two periods of cover.

Meetings and other events

The following is expected:

- Attend weekly Thursday Staff Briefing.
- Attend INSET days – dates as published.
- Attend after school staff meetings.
- Attend weekly departmental meeting.
- Attend weekly year group tutor meeting.
- Attend other meetings relating to positions of responsibility.
- Attend committees/working parties as volunteered.
- Be present on occasional Saturdays eg 11+ entrance exam in January, Sixth Form Scholarship Day.
- Attend all school open events.
- Attend Sixth Form open evening in October.
- Attend Speech Day – which could be an extended normal school day.
- Attend Parents Meetings; dates as published in the School Calendar.
- Form Tutors to attend the relevant 'Introduction to the Year Group' or equivalent meeting, usually after school but sometimes in the evening (currently Upper III and Upper V). Attendance at occasional other relevant year group meetings is encouraged and much appreciated (eg Lower V pre-Morrisby meeting).

Optional, additional events include, but is not restricted to:

- Governors' Tea
- Plays and concerts

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- Sports dinner
- Other extra curricular events

Pastoral

- **Attend Assemblies** normally on 3 days each week, with part timers attending when they register a form.
- **Supervise registration and take register** on up to 5 mornings and 5 afternoons each week. There are guidelines regarding the extent to which this is shared with Assistant Tutors (see staff handbook C1).
- It is accepted that these guidelines relating to involvement of Assistant Tutors cannot be hard and fast rules. Some Tutors do not choose to share as many registrations and other tasks as they may. Illness or other absence of a Tutor may result in Assistant Tutor taking on additional registrations and other tasks.
- **Sign Planners** each week. (Shared with Assistant Tutors – see above.)
- **Report Card and Report reading** with each girl – in line with reporting calendar. (Shared with Assistant Tutors – see above.)
- Participate in the organisation and running of some year group activities eg disco, residential weekend, picnic, post-examination trip. *The reasonableness and co-operation among the team to ensure a good programme without undue pressure on any one tutor or Head of Year is much appreciated.*

Duties

- **Perform duties as allocated by a Senior Teacher on published rota.** It is expected that each full time teacher will do one lunchtime duty each week and also participate in the gate duty rota or an alternative, the decision lying with the Senior Teacher. Staff with particular areas of expertise or responsibility may be allocated alternative duties (eg ICT room supervision).
- It is understood that morning break duties are allocated to part timers wherever possible. Morning break duties can only be performed by full time staff if they are free either period 2 or 3.

Extra- Curricular

- As a minimum, it is expected that all teachers will involve themselves with extra curricular activities, such as clubs or groups.
- There is not a formal guideline regarding the total number of lunchtimes during which a teacher should be committed to activities with girls. It is expected that staff will be sensible; it is not expected that staff would be committed every day.

Specialist Roles and Departments

- It is recognised that the teachers in a number of Departments will have commitments and roles that differ from the above.

These Departments include:

ICT – eg lunch time supervision of rooms

Drama – eg productions (including some weekends)

Music – rehearsals and performances

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Food Technology – eg lunch time and/or after school clubs

PE –eg lunch time, before and after school and weekend training and fixtures.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the School's needs. From time to time, the Post holder will be required to undertake other duties and responsibilities, generally in the same area or of a similar post, especially at times of peak workload.

Salary and Benefits

- Salary will be dependent on experience and qualifications, in line with the National Teachers' Salary Scale up to UPS 3, with an additional Abbey Allowance.
- Staff are members of the State Teachers Pension Scheme.
- Lunches are available free of charge.

Health and Safety

It is a duty of employees:

- To be familiar with, and conform to, the School's Health and Safety Policy and procedures.
- To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work.
- To co-operate with employers in order to ensure that employers' duties can be performed and complied with.
- To report all accidents and damage immediately.
- To report all observed hazards or dangerous occurrences immediately.
- To neither intentionally, nor recklessly, interfere with any equipment provided.

Security

- All employees are required to remain vigilant on the school premises and to report any security issues to the Head of Finance and Resources immediately.

Child Protection

- The Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people. The School therefore expects from the successful candidate the level and degree of adult leadership of children and young people expected in a School environment.
- The successful candidate should expect to undertake the Disclosure and Barring Service (DBS) clearance process.

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Terms of Employment

Under current legislation, we are required to advise employees that their appointment will be subject to a satisfactory Disclosure and Barring Service enhanced disclosure. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at this School. For further information, contact the Disclosure and Barring Service on 0870 9090 811 or visit the Disclosure website at www.disclosuresdbs.co.uk

For more information on our lively and well-resourced school and for an application form, please visit the Vacancies Page on our website www.theabbey.co.uk.

To apply for this position, please complete an application form in full, including details of suitable referees as instructed, then send this with your full CV and covering letter by email to recruitment@theabbey.co.uk

Interviews will only be arranged following our receipt of a completed application form.

Closing Date for Applications: midday Tuesday 30th January

Interviews: week beginning 5th February

For enquires please contact recruitment@theabbey.co.uk

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