
Head of Drama

September 2025



WELCOME FROM THE HEAD



At Edgeborough, we take great pride in our community, and the unique atmosphere that makes our school so special. As a member of our staff, you will play a vital role in upholding and fostering all that makes Edgeborough an extraordinary place to work and learn.

Joining Edgeborough offers you the chance to help shape the future of our school. Our community is built on kindness, adventure, and a shared sense of responsibility, where both pupils and staff thrive in a positive, energetic environment.

We believe in the strength of teamwork. Every role is integral, and it is our collective dedication that drives the school's success. With our pupils at the heart of everything we do, we strive to be exemplary role models for them, ensuring that every interaction contributes to their growth and development.

If you're ready to be part of a dynamic, compassionate team that places community and pupil wellbeing at its core, we invite you to consider joining us at Edgeborough.

Daniel Cox



ABOUT EDGEBOROUGH

Founded in 1906, Edgeborough is one of the leading co-educational, independent Prep schools in Surrey situated in 50 acres of outstanding countryside in Frensham, Farnham.

Edgeborough is part of the Charterhouse family of schools which provides enhanced opportunities for our pupils, alongside access to further enriching academic provision and leading resources.

The school prides itself on its inclusive approach, providing a comprehensive and stimulating educational experience for children aged 2 to 13 years old. Boarding is offered from Year 4 onwards.

Our pupils demonstrate a keen interest in the world, actively engage in their learning and take pride in their school community. They benefit from a diverse range of opportunities to explore their interests and capabilities, guided by dedicated subject specialist teachers, committed to delivering a tailored and enriching curriculum.

Academic excellence is a priority at Edgeborough, but it is just one facet of the learning experience we offer. Music, Art, DT, Drama, Dance and Sports seamlessly complement our extensive extracurricular activities.

Across the Early Years and Pre-Prep, we uphold an ethos that the magic of childhood is one to be embraced, protected and cherished. Independent learning gathers pace through a curriculum that is interactive, skills based and pupil driven by active questioning and finding out.

The Prep School curriculum is designed to balance academic rigor with fostering creativity, curiosity, and independent thinking. While support is thoughtfully combined with challenge to build confidence and maximise potential, Edgeborough takes pride in its 'Future Ready' education. The teaching and learning approach is anchored in the core principles of the Pre-Senior Baccalaureate (PSB), which prioritises critical thinking, analysis, evaluation, and problem-solving over rote learning. Skills such as communication, collaboration, and flexible thinking are developed to equip students for success in a complex, global society. This approach complements the rigor of the Common Entrance syllabus by placing emphasis on the mastery of essential skills.

The school's ARK values of Adventure, Responsibility and Kindness are central to life at Edgeborough, with kindness at the heart of everything we do. We warmly welcome applicants who share our values and hold the enthusiasm and energy to make a significant and lasting contribution to life at the School.

School Values (ARK)

ADVENTURE

- Show perseverance
- Embrace challenge
- Be ambitious

RESPONSIBILITY

- Be honest and fair
- Respect individuality
- Show moral courage

KINDNESS

- Be kind to others
- Be kind to our world
- Be kind to ourselves

OUR VALUES

Edgeborough will continue to develop as a school which embodies great kindness, fun and community, where pupils and staff have a powerful collective pride in their school, creating a vibrant and special environment to work and learn.

Kindness to yourself and respect towards others are key values and encouraged from the very first day of joining.

We endeavour to be forward thinking and progressive, enabling our pupils to recognise the importance of giving back to others.

We focus on educating the individual, to provide a comfortable and welcoming environment where each pupil feels valued and can flourish.

WHY CHOOSE EDGEBOROUGH

Edgeborough is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a top independent Prep School. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Choice of Teachers' Pension Scheme or alternative DC Group Personal Pension Plan
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- Membership of the Charterhouse School Sports Centre
- Membership of the Charterhouse School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day when available
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Continuing professional development as part of our talent management programme



PRINCESS ROYAL
TRAINING AWARD
2023

"Edgeborough is an inclusive, unpretentious school that produces well-rounded, thoughtful, interested young people in idyllic surroundings to boot."

THE GOOD SCHOOLS GUIDE



HEAD OF DRAMA

Edgeborough School is seeking a highly motivated, passionate, and qualified Head of Drama to inspire children in our nurturing, caring and collaborative Prep Department, teaching across Year's 3-8. Applications will be welcomed from qualified teachers, or a professional interested in entering the profession.

The successful candidate will be welcomed into a highly collaborative partnership with the Head of Music, with the prospect to share a new vision for curriculum performing arts. They will also have the opportunity to build on our successful programme of plays, musicals and performance showcases, reviewing and refining our offering for a modern Prep School.

DRAMA DEPARTMENT AT EDGEBOROUGH

We are incredibly proud of our award-winning drama department. Last year, our Year 7 and 8 production of *A Midsummer Night's Dream* was named Best Play at the National School Theatre Awards. This year, we are nominated for two further categories and have been invited to perform at the awards ceremony, which takes place on a West End stage!

Edgeborough boasts a purpose-built theatre with tiered seating, The Dunbar Hall Theatre. This facility has a specific sound and lighting box equipped with high specification resources suitable for all performances.

This is a very exciting time for our community, with plans afoot for some significant developments, including the complete redesign of existing facilities to create a state of the art Performing Arts Centre.



OVERALL PURPOSE AND RESPONSIBILITIES

The Head of Drama is responsible to the Senior Deputy and Deputy Head, Academic. Our new Head of Drama should have great talent and flair, and should expect to:

- Oversee the teaching and delivery of drama across the whole school.
- Have responsibility for teaching drama to all pupils from Year 3 to Year 8.
- Develop excellence in performance skills, encouraging participation from pupils of all ages and abilities.
- Have responsibility for delivering extra-curricular drama opportunities for all pupils from Year 3 to Year 8, providing opportunities before school, during lunch and after school.
- Direct a successful series of musicals, plays, and showcase opportunities across a variety of age ranges.
- Build meaningful relationships and partnerships with relevant lead staff at Charterhouse.
- Accompany pupils to competitions, events and concerts.
- Plan and facilitate theatre trips and enrichment opportunities.
- Work closely with the Deputy Head, Academic, for the planning, growth and overall strategic development of Drama at Edgeborough, within and beyond the curriculum.
- Take on the role of form teacher or mentor/coach as requested by the Deputy Head, Academic.
- Generate and foster a genuine love of drama among all pupils.
- Be an inspirational and dynamic leader within the department.
- Support the development and maintenance of a clear strategic plan for Drama at Edgeborough.
- Ensure that those with a talent in this area of the curriculum are identified, supported and driven to achieve highly.
- Assist with the development and preparation of potential Drama scholars.
- Proactively look to further develop the existing relationships with Drama departments at Senior schools.
- Represent Edgeborough School at relevant association conferences and meetings.
- Manage and maintain teaching areas and equipment to facilitate stimulating learning environments which make effective use of available resources.
- Ensure that resources are accurately recorded, well cared for and economically used.
- Attend Department and Full Staff meetings as required.
- Mentor new staff as requested.
- Identify and request attendance at appropriate and targeted CPD opportunities in line with the School's development objectives.
- Be an outstanding and effective communicator.
- Enjoy the parent-school interface, and seek to build excellent relationships with parents through in-person and written communication.
- Deliver a broad and engaging performing arts programme across the School.

The teacher shall carry out the professional duties of a school teacher under the direction of the Head, and these shall include:

- Planning and preparing engaging and well-differentiated lessons in accordance with the aims and objectives of the school and the programme of study.
- Teaching the pupils assigned to each class and being responsible for the welfare of the children for the time of the lesson.
- Ensure appropriate use of the resources available to promote pupil progress and well-being, including Teaching Assistants, the LEAP department and the School Listener.
- Maintaining good order and discipline amongst the pupils and safeguarding their health and safety whilst they are under your supervision.
- Taking responsibility for the pastoral care of the children in your form, liaising with staff and parents where necessary.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with procedures laid down.
- Maintaining a high level of communication with the parents of the children within your form, ensuring all are kept up to date with necessary information.
- Liaising with colleagues to ensure continuity of teaching and learning in each class.
- Supervising and, as far as is practicable, teaching any pupil whose teacher is not available to teach them.
- Assisting in the supervision of pupils before during and after school, as directed by the leadership team.
- To issue and monitor rewards and sanctions for pupils in your form, highlighting anomalies or concerns.
- Maintaining resources and displays in an ordered way and to a high standard.
- Participating in training, professional development and appraisal.
- To be responsible during a fire alarm for the supervision of the pupils of any class they are teaching out of the buildings and their subsequent registration.
- To be responsible for the organisation and supervision of pupils during relevant school trips in the manner laid out in the Staff Handbook.
- Participating in any meetings affecting the school and its pupils, as appropriate.



OTHER RESPONSIBILITIES

- Adhere to the policies of the school, in particular policies relating to the safeguarding of children.
- Provide guidance and advice to pupils on educational and social matters.
- Undertake wider staff responsibilities, including covering of lessons and staff duties, as required.
- Contribute fully to the wider life of the school, including but not limited to, evening and weekend co-curricular activities, the sporting fixture programme, and boarding life at Edgeborough.

All staff are required to play their full part in the effective and efficient running of the school. This would include:

- Supervision duties.
- Carrying out any other duties which may be reasonably required by the Head.
- Stay informed about events, general school organisation and staff discussions by reading the minutes from whole school meetings and notices posted on electronic whole-school platforms.
- Take part in events that may be during the evenings or, occasionally, at weekends, within reason.
- Have a good working knowledge of whole school policies and aims.
- Promote the ethos, good name and reputation of the school at all times.
- Any other reasonable request made by the Department Head, Deputy Head or Head.



PERSON SPECIFICATION

Qualifications

Essential:

- Degree or equivalent relevant to the teaching aspects of the role, or, Drama Professional
- Strong Numeracy and Literacy skills (GCSE)

Desirable:

- *Qualified Teacher Status*

Relevant Experience/Knowledge & Technical Competencies

- Experience working with children of relevant age
- Experience assisting with the assessment, recording and reporting of pupils' progress
- Full working knowledge of relevant policies/codes of practice/legislation (i.e. statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Child Protection).
- The ability to use ICT effectively to support teaching and learning and to monitor children's progress.
- The desire, energy and capability to be an outstanding and inspiring teacher.
- An understanding of children and an ability to respond to their interests, learning needs and individual characters.
- The ability to relate well to children and adults, and to build positive working relationships.
- An understanding of classroom roles and responsibilities.

- Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class.
- Ability to develop high quality, engaging and learning-rich learning resources, activities and experiences.

Personal Competencies/Skills

- An effective team player who works collaboratively and effectively with others.
- Excellent interpersonal skills, communicating (verbally and in writing) effectively to a range of audiences.
- Warmth, sensitivity, kindness and respect to all, especially the children.

APPLICATION PROCESS



Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

The link to our vacancies is
<https://www.edgeborough.co.uk/work-for-us/>

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils and our staff. A culture that supports the enduring Edgeborough education provided to pupils in our global and multi-cultural environment.

Join us now to be a part of it.

The closing date for applications is 12.00pm 14 March 2025

Interviews are scheduled to take place during the week commencing 17 March 2025

Prospective applicants would be welcome to request an initial discussion about the role, by emailing jhendriksen@edgeborough.co.uk with their contact details.



