



Drama Graduate, September 2021

Drama Department

Drama is a thriving and integral part of life at The Leys School. There are up to seven productions every year, which can include anything from straight plays, experimental work and the Scholars' Showcase, to musicals and a cabaret evening. This gives pupils in every year group an opportunity to participate in a varied programme of dramatic offerings.

A number of other drama-related activities take place weekly, including The Backstage Theatre Company, Year 9 Drama Club and a Senior Drama Activity which currently consists of a Writer's Programme, and has previously been offered as an Improvisation Group. Individual LAMDA lessons take place every week during lessons and after school.

The Drama Department operates from a highly-specified Theatre and Performing Arts complex, Great Hall. This includes a 337-seat Theatre, Drama Studio, Dance Studio, Workshop, Green Room, Dressing Rooms, Classrooms, Rehearsal Room and offices, etc.

The department is organised on two fronts: academic and performance (non-academic):

- The Head of Academic Drama is responsible for KS3 Drama and GCSE Drama alongside Theatre Studies A-Level. As an academic discipline, Drama is part of the Years 7-9 curriculum. It is then an option at GCSE and A-Level. There are regular theatre visits both to local venues and to London. In recent years, pupils have gone on to study Drama at university and have attended a number of top Drama Schools, including RADA, Bristol Old Vic, LAMDA and East 15.
- The Director of Performance Drama is responsible for productions, coordinating the Drama Scholars programme and overseeing LAMDA lessons, as well as Drama within the wider curriculum.

There are a number of other members of staff who assist in producing plays. Alongside a part-time Drama teacher, there is a full-time Theatre Manager and two Theatre Technicians, who manage all the design and technical aspects of the production programme, as well as supporting Academic Drama.

This is a one year contract. The Drama Graduate receives free accommodation throughout the period of employment, free meals during term times, and the salary is £12,000 over the period of employment (including holiday pay).

Drama Department Personnel

Cory Pulman-Jones	Director of Performance Drama
Dominic Bell	Head of Academic Drama
Stuart Sadler	Drama Teacher
Paul Durose	Theatre Manager
Dominic Renouf	Drama & Theatre Technician
Adele Meads	Events & Theatre Technician
Susie Bond	LAMDA Tutor
Stephanie Brooks	LAMDA Tutor
Lucy Traynor	LAMDA Tutor

Role Profile

The Drama Department seeks to employ for the academic year 2021-22, a recent Drama graduate to assist with productions and classroom Drama. This employment will be on a full-time basis, including some weekends and evenings. Most rehearsal commitments take place after lessons (4.30-6.20pm). Extra commitment is expected at points close to productions and exam performances. The post holder will be line-managed by the Director of Performance Drama, but will also act under the supervision of the Head of Academic Drama in matters relating to delivery of KS3, GCSE and A Level. They will also work under the supervision of the Theatre Manager in technical and administrative matters relating to support for productions and technical support for curricular Drama.

Tasks related to Extra-curricular Productions:

- Depending on the post holder's particular skills and aptitude, directing at least one year group production as well as assisting with scenes for the Drama Scholars' Showcase and Summer Cabaret.
- Acting as Assistant Director to the Production Directors. Assisting with rehearsals, including supervision of pupils and giving direction as required; contributing creative ideas and suggestions; arranging rehearsal rooms and times; note-taking and other administrative tasks to support the Production Director(s).
- Attending and taking minutes for all Production Meetings and circulating these, as well as passing on any rehearsal notes to the relevant staff.
- Contributing significantly to backstage tasks and supervision before, during and after the performances.
- Supporting the Theatre Manager by assisting with some of the many tasks ancillary to the productions: – Primarily props acquisition; setting-up props tables, make-up / hair styling (leading the Theatre Crafts pupils); costume design ideas and planning; managing the props/costume stores (with the Drama Technician); communications with the Production Team; and other duties to support and achieve the productions on time.
- Responsibility for planning and running three major weekly activities: Drama Club for Year 9 pupils; The Backstage Theatre Company (make-up/costume/design group); and the Senior Drama Activity.
- Creating and updating display boards and main cabinet display in consultation with Director of Performance Drama.
- Assisting the Director of Performance Drama with general administration; e.g. assisting with workshops, outreach and theatre trips.
- Keeping Drama intranet pages up to date with cast lists, rehearsal schedules, minutes and other production related documents.

- Any other duties as required related to Drama at The Leys, depending on the particular events / activities which occur during the academic year. There is also scope for the successful candidate to bring their own skills and experience to offer other opportunities to the pupils.

Tasks related to Academic Drama:

- Assist with lessons, particularly when classes are operating in small groups working towards a performance project. This will include practical and administrative tasks to ensure the smooth running of classes and effective use of classroom/rehearsal time.
- Overseeing, directing and contributing creative ideas, as appropriate, to rehearsals of GCSE and A-level groups, both during and outside official lesson times.
- Assisting the Head of Academic Drama in organising theatre trips.
- Be willing to operate lighting and sound equipment for rehearsals and performances in the Drama Studio (in the absence of the Drama Technician), as well as ensuring that all assessed performances are filmed. (Training will be provided for both.)
- Liaising between the Academic Drama Department and the Theatre Manager with any technical requirements.
- Taking minutes for Drama Department Meetings and circulating these.
- Creating and updating display boards in the department in consultation with the Head of Academic Drama.
- Producing and managing the departmental room booking sheet.
- Assisting and advising on the application of digital technologies (e.g. iPad) in the classroom.
- Taking photos of assessed performances and rehearsals.

In general:

- To insist upon high levels of behaviour and respect for others in the classroom, rehearsal room and backstage.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To contribute to the pastoral care of the pupils.
- To work at all times within the policies, procedures and ethics of the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To carry out other associated duties as are reasonably assigned by the Headmaster.

Person Specification

Criteria	Essential	Desirable
Qualifications Knowledge Experience	Possess a relevant degree (by September 2021). Previous participation in Drama productions. Experience of directing or assistant directing of plays. Backstage experience.	GCSE (or equivalent) and A Level (or equivalent) in Drama. Experience of working with young people (ideally in Drama). Experience as a Production Assistant and/or Stage Manager.
Skills Abilities	Demonstrating effective communication and inter-personal skills for dealing with pupils, parents, teachers, and support staff. Strong organisational abilities. Ability to work on your own initiative and as part of a team. Excellent teaching/coaching skills. Ability to motivate and manage pupils. Good working knowledge of IT.	A particular interest / skill which can be applied to a weekly senior Drama activity (e.g. Improvisation, New Writing, Directing, etc.). Design / creative ability, particularly with theatre make-up, hair styling and costume. Craft / making skills.
Personal Qualities	Capacity to be efficient, flexible and adaptable. Capacity to be organised, energetic and self-directed. Ability to prioritise effectively. Ability to work in a busy environment and meet deadlines. Demonstrating an interest in children's wellbeing and education.	A good sense of humour. Ambition
Personal Commitment	Candidates should be willing and able to commit themselves to actively support the ethos of the school; on occasions evening and/or weekend work will be required.	

These attributes will be identified from your application form, references and interviews.

Applications should be sent to the HR Department, The Leys School, Cambridge, CB2 7AD or via email hr@theleys.net.

Closing Date: Noon, Wednesday 3rd March 2021