



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**ASSISTANT DIRECTOR
OF DRAMA
SEPTEMBER 2024**



www.stedmunds.org.uk



THE SCHOOL

OVERVIEW

We are a 2-18 independent co-educational day and boarding school with over 600 pupils. We foster a family atmosphere, value the individual and offer a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

Every pupil here is known and understood.

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Assistant Director of Drama
TYPE OF POST	Full-Time, Permanent
GRADE	St Edmund's Academic Range
START DATE	September 2024 -

POST & DEPARTMENT	
Department	<p>A highly skilled and creative teacher of Drama is required to join our prestigious Drama department.</p> <p>St Edmund's has an enviable reputation for its Drama, both in terms of an academic discipline and for productions and events. These include major whole school productions, encompassing a variety of theatrical styles and many other shows and events throughout the year, including the prestigious St Edmund's Festival.</p> <p>Practical examinations are of the highest standard and are regularly awarded full marks.</p> <p>Drama has a wide appeal among the pupil body. Auditions for school productions are highly competitive, with pupils accepting places at renowned drama schools each year.</p> <p>The department regularly takes pupils to see a variety of theatrical productions at the Marlowe theatre, the West End and further afield on Broadway in NYC.</p> <p>The school has a 400 seat proscenium arch theatre, which forms part of the Francis Musgrave Performing Arts Centre. It has an unusually large stage area. All technical elements are first rate and are managed by an exceptionally talented stage management team.</p> <p>The permanent staff consists of the Director and Assistant Director of Drama one full-time teacher and a choreographer, plus one assistant. The Director of Drama shares the teaching of A-level Drama and iGCSE Drama with the Assistant Director of Drama. At Lower Fifth (year 9), Drama is taught as a non-examined subject and is designed to foster self-confidence and improve communication skills.</p> <p>The iGCSE Drama course (Cambridge) is followed as an option in the Middle and Upper Fifth years (10 and 11). A-level Drama (Eduqas) offers sixth form pupils the opportunity to specialise their skills and several pupils progress to university or to specialist drama schools.</p>

THE ROLE

The successful candidate will be required to:

- Teach A-level, GCSE, Year 9 Drama and, on occasions, Years 7-8.
- Produce school productions, independently or alongside the Director of Drama, such as:
 - Senior School Plays
 - GCSE and A-level practical exams
 - Speech Day
 - Drama lessons
 - Other School events
- Assist Director of Drama to prepare budget quotations for all productions and events.
 - Help design and plot all lighting and sound equipment for drama output including drama lessons, managing pupils to assist in this process where necessary including:
 - Work with the Director of Drama to discuss all lighting and sound requirements, including arranging for the hire of equipment
 - Design and plot lighting for all plays/events
- Embody and model the qualities required to promote excellence and maximise participation in Drama lessons.
- Be available to assist the technical director with stage management of all technical rehearsals/dress rehearsals/performances.
- Teach technical theatre to pupils who opt for these options for their GCSE and A-Level practical exams.
- Run co-curricular Drama clubs.
- Organise local and international theatre trips.
- Where possible, and when required, write/adapt plays for production in Senior School.
- Assist Director of Drama with running master classes for Junior and Senior School Drama scholars.
- As Deputy Licence Holder ensure relevant terms & conditions of the licence from Canterbury City Council are met.
- Responsible for day-to-day Health and Safety in the Theatre including electrical and mechanical equipment. Attend School Health and Safety Committee meetings (one per term). Maintain risk assessments. Work with Health and Safety Manager to identify outstanding Health and Safety risks, take steps to minimize those risks, budget permitting, solve the problems. Take necessary training for working at height, construction site safety, first aid etc.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none">• A degree in Drama, or in a subject closely related to Drama/Performing Arts	<ul style="list-style-type: none">• Qualified Teacher Status (experience of a professional environment is of equal importance)
SKILLS & EXPERIENCE	<ul style="list-style-type: none">• A superb level of current subject knowledge• An approach to teaching that is varied, flexible and above all creative• An excellent communicator• The ability to relate well to pupils of all abilities and to a wide age range• The ability to deal confidently with sensitive issues concerning pupil welfare• Ability to work collaboratively	
PERSONAL QUALITIES	<ul style="list-style-type: none">• Enthusiasm and love for the subject• Dynamism together with an ability to engender enthusiasm and motivate pupils and staff at all levels• Good organisational skills; reliability in working to deadlines• A flexible approach to working hours• Passionate about working with young people	

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk no later than 09.00am Monday 30th October.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

