



GREAT WALSTEAD
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking to appoint a

Head of Drama
Part-time/Fixed Term Contract
to start September 2025 for 1 Academic Year
Accommodation may be available

Competitive Salary, plus an extensive benefits package including a generous pension contribution, death in service, use of the extensive grounds out of working hours, free meals during term time, free staff parking and an employee assistance programme.

This position is a superb opportunity for a qualified, dynamic teacher to provide high quality teaching of Drama through the school. There is a Head of Department allowance payable for this position in addition to a competitive salary.

The successful candidate will be:

- a well-qualified teacher with the ability to teach Drama and another subject
- able to produce a good number of school productions ranging from Showcase Evenings through to Drama workshop days
- expected to play a full part in the extra-curricular activities of this forward thinking school

Further details and an application form can be obtained at the School's website
<https://www.greatwalstead.co.uk/contact-us/jobs-opportunities-sussex-school/>

Closing date for applications: 29th April 2025

Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website

Registered Charity No 307002





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Job Description

Job Title: Head of Drama
Responsible to: Deputy Head

Drama is taught to children in years 2 to 8 as part of their general education in class lessons where they learn to think dramatically and to appreciate a wide range of dramatic styles from classical to contemporary.

The Department works very closely with other departments within the school to produce a good number of productions. These range from main school productions, plays for individual year groups and Christmas celebrations, through to Drama workshop days. Over recent years the Performing Arts Team have produced highly original themed productions involving a high level of action, blending music, dance and drama.

The Department is housed in the School's Performing Arts Centre which comprises a large performance space and a Green Room containing office space. The Department is well sourced with a wide range of props, sound and lighting equipment together with a vast wardrobe including the services of a costume maker.

Main Purpose of role

To be an inspirational and dynamic teacher; to coordinate planning, teaching and learning within the subject to years 2 to 8, and to liaise with other Heads of Department where necessary; to ensure continuity and progression throughout the curriculum. In common with all the teachers, the Head of Department contributes to pupil wellbeing by supervising, guiding and caring for them both in and outside of the classroom. To foster a positive climate, which supports positive attitudes by all teaching staff towards the subject.

Responsibilities:

Teaching and Learning

- Lead by providing an example of best teaching practice;
- Plan, organise and teach engaging, interesting and challenging Drama lessons for all age groups across the School
- Develop and evidence a range of Drama skills in pupils that you are teaching.
- Assess and record the development of the pupils, using the information where necessary to improve specific aspects of teaching and learning, setting clear targets, based on prior attainment, for pupils' learning.
- Share the development and progress of children to their parents through brief written reports and at parents evenings. Engage the children with opportunities to perform publicly including participation in external events if required
- Collaborate closely with the Director of Music and Head of Art regarding the staging, rehearsals and delivery of events.
- Lead, prepare and manage regular theatre productions for all children across the age groups
- Use national, local and school data effectively to inform the auditing and action planning process and to inform policies, practices, expectations, targets and teaching methods

- Use data effectively to support progress for all pupils.
- Ensure the development of programmes of study and schemes of work within the context of the Drama curriculum.
- Ensure that all pupils, have access to high quality adaptive teaching.
- Ensure that IT is used effectively to support your role
- Prepare children for scholarships to Senior schools

Head of Department

- Plan and discuss events with the Deputy Head Academic and Deputy Head;
- monitor the standards of achievement within the department;
- ensure all the necessary departmental documentation is up to date according to school policies;
- lead the department's curriculum planning in accordance with school policy and in conjunction with the Deputy Head academic.
- manage the department's budget and stock control.
- Ensure the availability of appropriate resources required to teach Drama efficiently and to meet the needs of any development / action plan
- Liaise with senior schools to ensure knowledge of scholarship procedures is up to date and transition of pupils to senior schools is smooth.

General

- Act as form tutor
- Liaise with LAMDA teachers and support staff to ensure that adequate provision and resources are provided
- establish good relationships, encourage good working practices;
- ensure professional development, including updating subject expertise and recommending appropriate in-service training if applicable
- Actively promote the profile of Drama within the school including the regular publicity of the varied achievements of the children
- Attend and contribute to team and whole staff meetings as required.
- Work as a member of a whole staff team, positively and enthusiastically contributing to effective working relationships within the school.
- Contribute to the school's enrichment programme, providing Drama-based activity within our busy and active programme.
- Monitor the resources you use for maintenance and health and safety reasons.
- Address and report safety issues to relevant colleagues within the school and to undertake risk assessments and training where necessary.
- Attend pre-term staff meetings and training days.
- Participate in the appraisal system for the development of your own performance, keeping abreast of professional developments relevant to you and the teaching of Drama.
- Be prepared to participate in educational visits, including residential trips.

Person Specification: Head of Department

Selection Criteria	Essential	Desirable	Assessment
Qualifications	Degree in relevant subject Qualified teacher status	Higher degree of other professional qualification in a relevant area Evidence of commitment to further personal and professional development	Certificates
Experience	A broad knowledge of relevant curriculum/assessment areas at different key stages Direct experience of putting on school productions Direct experience of managing a budget and resources Ability to teach at Scholarship level and experience of Senior school entrance assessments	In addition, the Head of Department might have experience of: providing INSET; being in a position of responsibility for an area of management or leadership in school	Interview
Knowledge and understanding	Keep updated with developments in the teaching of Drama Understand the basic requirements and demands of staging productions Have knowledge of the principles of assessment, recording and reporting required in the delivery of Drama lessons	In addition, the Head of Department might also have knowledge and understanding of: wider curriculum issues and a possible interest in a position of increased responsibility;	Interview
Skills	Teach inspiring lessons focused on the progression of all pupils; Ability to select and devise appropriate teaching methods and resources Effective planning, assessment and record keeping Effective classroom management Effective use of IT Set and meet deadlines;	In addition, the Head of Department might also be able to: Lead school-based INSET;	Interview

Personal Qualities	<p>A willingness to initiate and participate in both cross curricular and extra curricular activities</p> <p>A reflective practitioner who responds to change positively</p> <p>A commitment to being a role model for staff and pupils</p> <p>Energetic and enthusiastic with a flexible attitude</p>		Interview
Special Conditions	<p>Support and contribute to the School's responsibility for safeguarding students.</p> <p>Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.</p> <p>Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and staff.</p> <p>Demonstrate commitment to the values and ethos of the School.</p> <p>Contribute to the wider curriculum (including extra curricular) offered by the school</p>		Interview

Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding responsibilities:

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.