

JOB DESCRIPTION: HEAD OF DRAMA

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

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| Scope & General Purpose: | To be responsible for the teaching of high-quality and stimulating Drama in one of the leading Prep Schools in the country. Underpinned by a passionate and dynamic approach, he/she will be inspirational in their teaching, and thereby deliver excellence in all aspects of their work. |
| Responsible to: | The Headmaster, through the Deputy Head, Academic. |
| Hours of work: | Full time During School Term time (which for the purpose of your Employment Contract will include working days prior to the return and after the departure of pupils) you shall work while the School is in session and at any other time (including during the School Holidays) as may be necessary in the reasonable opinion of the Head for the proper performance of your duties. |
| Pension: | Auto-enrolment by the School in the School's <i>Pension Scheme</i> as appropriate. |
| Commencement Date: | September 2026 |
| Notice Period: | One full School term. |

Overview

The post holder will be responsible to the Headmaster for the effective teaching of Drama across the school. A large proportion of this teaching is undertaken through private individual or paired lessons to pupils preparing for LAMDA examinations. In addition, the Head of Drama takes responsibility for the co-ordination, production and management of the main drama productions throughout the school. This is an exciting opportunity for an exceptional practitioner to maintain and further enhance the outstanding reputation the school has in both of these areas.

Key responsibilities will include:

- The promotion of excellence in all respects.

- The teaching of Drama to children from Year 2 to Year 8, leading to the preparation of pupils for a wide range of LAMDA examinations.
- The co-ordination, production and management of the main drama productions throughout the school, delegating duties to supporting colleagues accordingly. This will incorporate the management and liaison with a wide range of both support staff and front of house staff, underpinned by an understanding of Performing Rights applications and Health and Safety requirements in line with School policy.
- The fostering of an appreciation and passion for Drama throughout the school, encouraged by both Performing Arts assemblies and other related presentations.
- The development of leadership and training opportunities for pupils within Drama.
- The forward planning of annual and biennial Drama productions, working in conjunction with the Director of Music and Senior Management Team. Subsequently, attendance and contribution to the School Calendar Committee to ensure the effective planning of Drama related activities.
- The effective assessment, recording and reporting on the progress of pupils, incorporating effective written and verbal communication with parents.
- The planning and undertaking of relevant school Theatre trips to broaden an understanding and passion for Drama.
- In supporting the Headmaster, advise and assess pupils for potential Drama or All-Rounder Scholarships.
- A full part in the life of the school community.

General

- Ensuring the safety, well-being and discipline of all pupils.
- To contribute to the wider life of the School through coaching Sport and/or helping in the Boarding House.

Knowledge, Skills and Experience Required

Essential attributes

- A passion for working with children, coupled with an ability to inspire.
- A first-class practitioner with proven ability as an excellent teacher and director, highlighted by a strong subject knowledge and a proven track record of success within the key responsibilities of the position.
- An ambitious and forward-thinking approach that can sustain and promote even greater success in examination Drama and consistently provide exceptional theatre for a large number of talented young children.
- First class communication and organisational skills, coupled with strong interpersonal skills that promote confidence in dealing with colleagues, pupils and parents.
- An effective team member, able to work flexibly and contribute positively to life in a busy, exciting and thriving school.
- An ability and willingness to undertake a full and fair part in staff duties and responsibilities.
- An ability to work under one's own initiative with proven, successful decision-making skills.

- A full and active commitment to the welfare and safeguarding of children and young people. Pastoral care has a high priority, and the successful candidate will be highly committed to this aspect of the job.
- A positive approach to learning in the role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A robust and resilient nature, coupled with a capability to work under pressure.

Desirable attributes

- Further interests and skills that allow for a strong contribution to other aspects of life in the School; these include the opportunity to work within the Boarding House and involvement in Sport.