



**JOB DESCRIPTION**

**GRADUATE ASSISTANT (DRAMA)**

- Reports to:** Head of Department
- Responsible to:** Sub-Warden
- Contract:** Temporary. To begin from August 2024 (date to be confirmed) and will end 28<sup>th</sup> June 2025.
- Salary:** The basic salary for the period of employment will be £18,000 payable in ten equal monthly instalments of £1,800 on the 25<sup>th</sup> of each month between September 2024 and June 2025.
- Contracted hours:** Full-time and term-time only.

**1. Role Purpose**

The School seeks to appoint a Drama Graduate Assistant to the school's thriving, exciting and busy Drama Department from September 2024 for one academic year, with the possibility of the contract being renewed for a second year in September 2025. The position will give the successful candidate the opportunity to experience life at a leading independent boarding school, to acquire and develop teaching skills, and to make a significant contribution outside the timetable to the School's extensive Drama extra-curricular activities and in the super-curricular programme for academic extension.

In addition, the School will provide training in skills both related to teaching and transferable to other professions. The role of the Drama Graduate Assistant will allow those interested in pursuing a career in teaching or coaching to gain direct relevant experience and training. The role will also encourage those looking into another profession beyond St Edward's to acquire skills beneficial for their future careers in other areas.

**2. Role Dimensions and Scope for Impact**

Graduate Assistants play a full part in the boarding and co-curricular life of the School. Their work is varied, and that variety is, to some extent, determined by the personality, enthusiasm and skills of the individual. The post has become a successful springboard for those considering teaching as a career and over a number of years, Graduate Assistants have gone on to promising careers in major schools round the country. The School encourages its Graduate Assistants to extend their experience by attending relevant training courses, at the School's expense. Successful candidates will be full members of the School's Common Room.

There may also be the opportunity for one or more of the successful candidates to live in a boarding house as a Resident Tutor. This will be discussed with candidates at interview.

**3. Core Responsibilities**

- To assist the Drama department with teaching and delivering a varied programme of curricular drama and co-curricular provision

- To assist in the direction of productions working alongside the Drama department staff.
- To support the stage and production management of productions which the school stages throughout the year.
- To take a production role in supporting the delivery of Shell Plays, House Plays, Gaudy Performances and Exam Performances throughout the year.
- To assist sessions in the Nuffield Health Fitness and Wellbeing Gym (situated on the School site).
- To coach a sport if appropriate to the candidate (the successful candidate is likely to offer coaching skills in one major sport, notably rugby, football, rowing, hockey, cricket, tennis or netball)
- To carry out a variety of duties in a designated boarding house, providing tutorial and pastoral support to the Housemistress or Housemaster.
- To assist with the pupils' weekend activities programme.
- On a rota basis, to manage pupils travelling from London on School transport on a Sunday afternoon.

### Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time to time by the Sub-Warden to ensure that it remains current and the School reserves the right to make reasonable changes.

## 4. Knowledge, Skills, Experience and Personal Attributes

### Qualifications

A good honours degree	Essential
Relevant theatre/drama/stage management qualifications	Desirable

### Knowledge and understanding

Extensive knowledge and understanding of trends and developments in the education sector, particularly theatre-based co-curriculum activities	Essential
Extensive knowledge and understanding of theatre-based co-curricular risk assessment and management	Essential

### Skills

Planning and the creation of theatre, performance and/or drama teaching.	Essential
Outstanding communication skills, with the ability to relate to pupils, parents, and staff	Essential
Ability and willingness to work both collaboratively and independently	Essential
Excellent organisational and administrative skills	Essential
Proven track record of delivering change	Essential

### Experience

Experience of having participated in a wide range of theatre, as an actor, in a stage management role or as a facilitator of drama education.	Essential
Experience of managing a team successfully	Essential
Ability to adapt and adjust to a continually changing environment	Essential
Ability to work off-site	Essential
Experience in pastoral care and pupil wellbeing	Desirable

*Personal attributes*

Commitment to safeguarding children and young people	Essential
Commitment to professional development	Essential
Ability to inspire confidence in pupils, parents and staff	Essential
Strong interpersonal skills and communication skills	Essential
Willingness to commit to the School's aims and values, and to be involved in its boarding community	Essential
Commitment to equality, diversity and inclusion and understanding how this applies to the role	Essential

### **5. Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

### **6. Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

### **7. Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **8. Hours of Work**

The School operates a 12-day cycle timetabled over a two-week period. Timetabled lessons last 55 minutes and take place between 8.30am and 4.30pm on Monday to Friday and between 8.30am and 12 noon on a Saturday. Over a 12-day cycle, the Graduate Assistant is timetabled to assist with

teaching lessons and other co-curricular activities (the actual number is dependent on departmental requirements).

In addition to the duties outlined above (and the necessary lesson planning and marking), the Graduate Assistant is required carry out duties in a nominated boarding house and take on other agreed additional school-based responsibilities.

Hours of work vary according to the School term and are dependent on a number of factors including the number of pupils studying music. Hours of work and additional responsibilities will be agreed with the Graduate Assistant by the Sub-Warden after discussion with the Sub-Warden Academic and the Head of Department.

### **9. Accommodation**

Accommodation and full board is provided by the School and monthly sum is deducted from net pay to reflect the cost of accommodation, meals, laundry and domestic services. The deduction is currently £400 a month and this includes bills.

### **10. Holiday**

The Graduate Assistant will not be required to stay at School during school holidays and half-terms. Paid holiday equivalent to 5.6 weeks pro rata to the length of the contract is included in the salary detailed above.

### **11. Pension**

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward’s School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

### **12. Probationary period**

The appointment is subject to a probationary period of three months.