



Application Pack

for the position of
Director of Drama (Full-time)

Start date: September 2024

About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

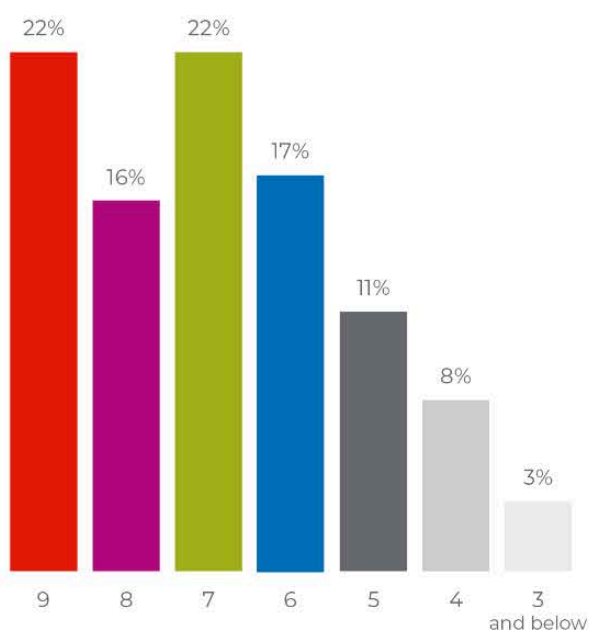
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

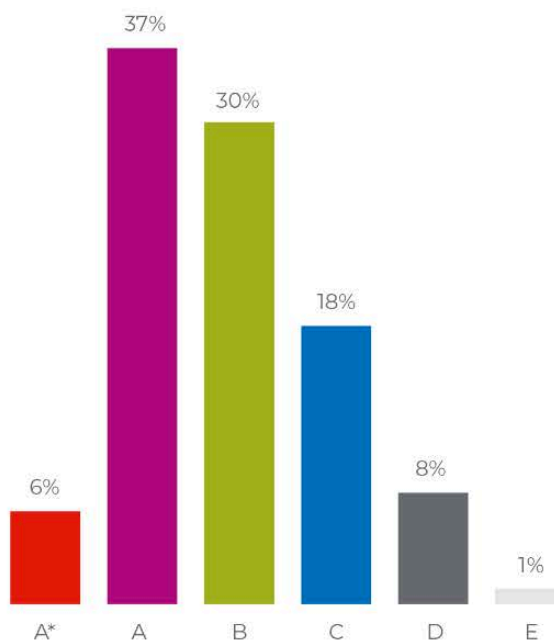


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

GCSE RESULTS 2023



A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.



CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA
– funny, bright, ambitious and honest.

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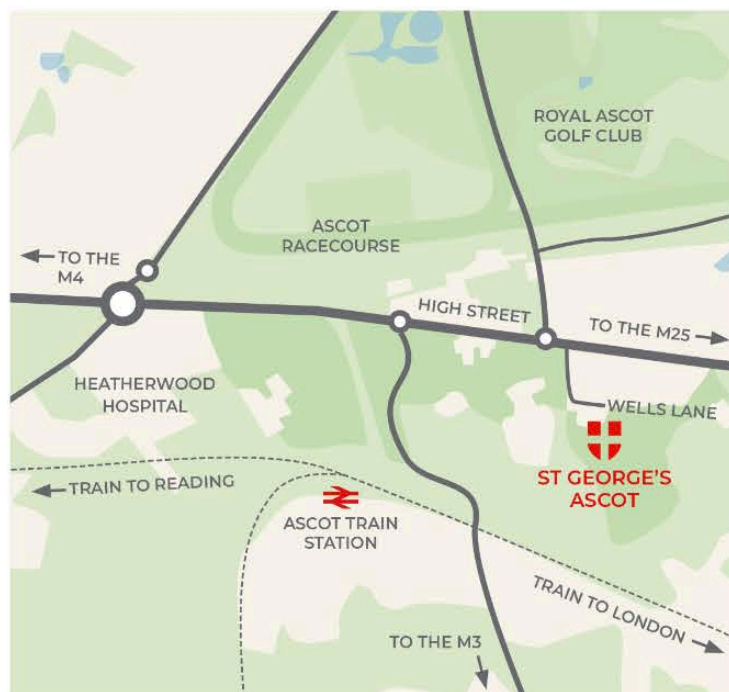
MUDDY STILETTOS

Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

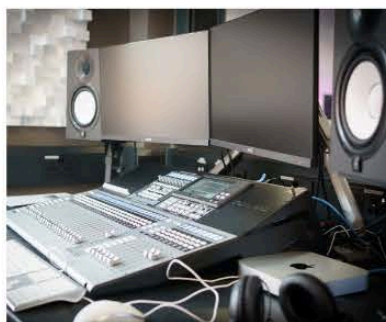
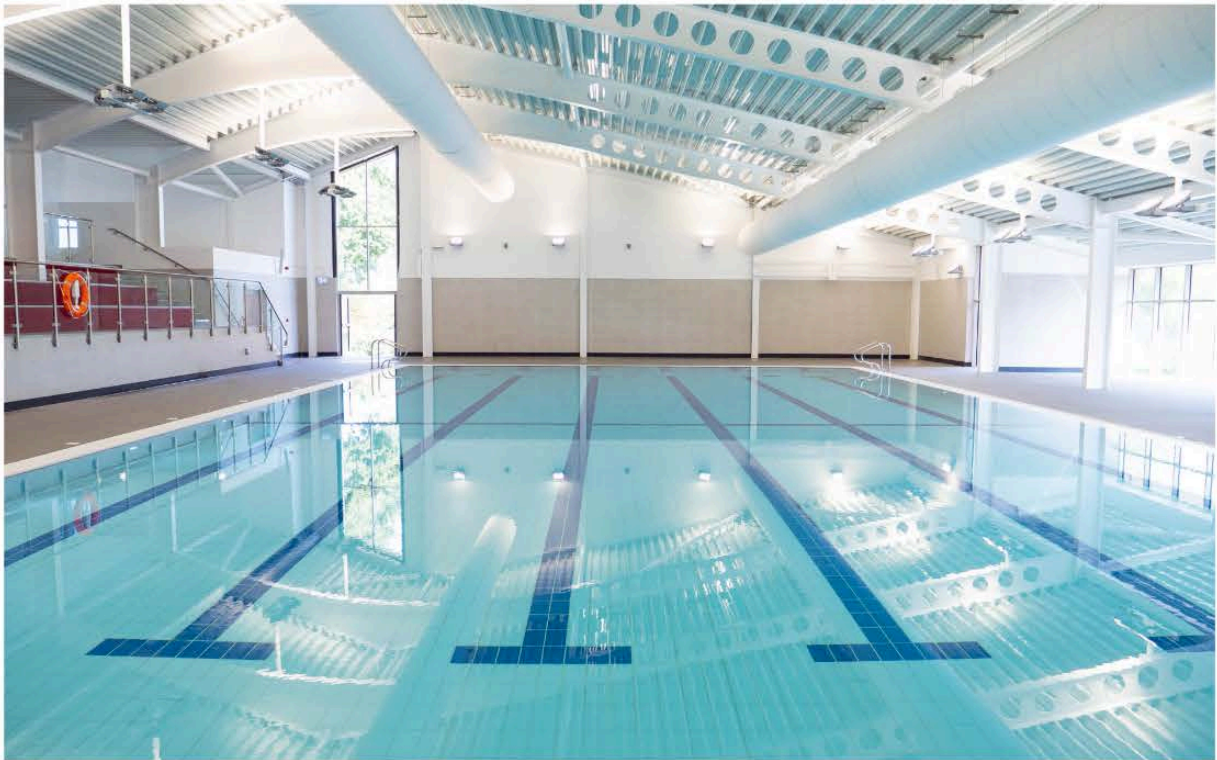


All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George's
combines small-school
cosiness with big-school
facilities. ”
TATLER



The Department

The Department's teaching staff (the Head of Department, a part-time Teacher of Drama and the Director in Residence) are housed within an impressive, modern multi-purpose theatre/hall which offers facilities for large scale functions for the whole School. As well as the main performance hall and foyers, which are used by the whole school community, there is also a large Drama Studio, a Green Room, and two designated Drama teaching rooms. All girls are taught Drama in the curriculum at Key Stage 3 and it is offered at GCSE and A Level. The School also has an experienced full time Theatre Technician and Designer.

The following Drama examination specifications are followed:

OCR A Level Drama and Theatre
Edexcel GCSE Drama

The Department offers Speech and Drama qualifications provided by New Era.

The Department runs trips for pupils to provide them with an opportunity to visit professional productions in London and the local area.

The specific aims of the Department are as follows:

- To deliver high quality, creative and stimulating teaching, influenced by modern methods, which ensure a high level of engagement and help to develop independent and effective learners
- To encourage excellence, engagement and enjoyment in Drama for all girls at the School through a varied and exciting co-curricular programme of clubs, productions and visits.
- To teach pupils an excellent and diverse range of Drama throughout their time at the school as well as the skills of oral and written communication, and an ability to analyse and to evaluate written sources
- To encourage pupils to take responsibility for their own learning
- To offer (working in liaison with the SEN, EAL and AGT staff leaders) support and help where necessary to pupils in all years who experience challenges, or require greater stretch
- To maximise the potential of all pupils to achieve the highest standards through their being offered stimulating schemes of work which ensure differentiated learning (where necessary), continuity and progress



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“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

MUDDY STILETTOS

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Role and Responsibilities

The following are the key duties and responsibilities:

The role of Director of Drama is to be the leader and inspiration for a flagship discipline at St George's, providing excellent teaching in the curriculum as well as a range of performance opportunities across the School as part of the co-curricular provision.

Given the nature of the role, and the need to be flexible and adaptable, this is not an exhaustive list and all the School's job descriptions include the following "Other duties from time to time as directed by the Head".

The Director of Drama will be line managed by the Deputy Head (Co-curricular and Connections) on a day to day basis.



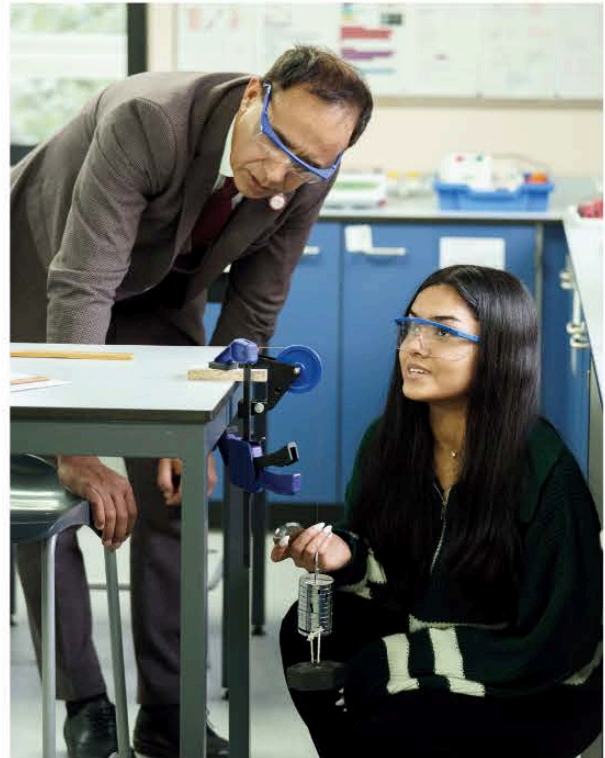
Leadership and Management responsibilities:

- Promote and develop Drama in the School, ensuring it remains a flagship part of our broad curriculum and co-curriculum
- Maintain an awareness of developments in contemporary theatre to ensure the School provision reflects current practice
- Oversee the development and maintenance of schemes of work and lesson plans within the Drama Department, ensuring that material taught reflects the diversity of both the School and wider society
- Lead, manage and motivate all teachers of Drama
- Organise and manage the major annual School production (which will include musicals) in the autumn term
- Oversee the rehearsals and performances of the Year 7 Pantomime (directed by the Director in Residence)
- Oversee, and organise where appropriate, the Department's rehearsal and performances of a production involving Year 8, 9 and 10 pupils in the spring term and a drama showcase in the summer term
- Attend at least one performance of each school play or production (if not directing)
- Organise the running and judging of the annual House Performing Arts Competition
- Ensure the delivery of an extension programme within the department for Able, Gifted and Talented pupils as well as Drama and Performing Arts Scholars and Exhibitioners in liaison with the Deputy Head (Co-Curricular and Connections)
- Organise the selection process for 11+, 13+ and Sixth Form Drama and Performing Arts scholars (the latter in liaison with the Director of Music and Dance staff)
- Participate in the selection and appointment of new staff in the Department
- Help with the induction of Early Career Teachers and assist in easing the transition and integration of new teachers joining the Department
- Compile, maintain and review the Department Handbook and Department Development Plan
- Proof read the Drama and Speech and Drama reports of all teachers/tutors
- Liaise with the Learning Support and English as an Additional Language Departments as necessary to ensure these pupils are appropriately supported in the Department
- Oversee and manage the provision of Speech and Drama tuition by visiting staff



“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS
INSPECTORATE



Leadership and Management responsibilities continued:-

- Line manage the Teacher of Drama, Theatre Technician and Designer and the Director in Residence
- Regularly monitor and evaluate the teaching in the Department through lesson observations, learning walks, work scrutiny and the annual staff appraisal process
- Keep records of work covered and pupils' progress and ensure robust departmental assessment systems are in place and pupils' progress is tracked within School frameworks
- Facilitate the use of ICT for learning, teaching and administration within the Department
- Comply with all the requirements of the Examination Boards and take responsibility for passing all necessary information to the Examinations Officer regarding the Department's public examination entries
- Attend all Heads of Department, Staff, Department and participate in external Cluster meetings
- Attend Open Mornings, Education Days on occasional Saturdays and other information meetings for parents or prospective parents
- Draw up and monitor the resource requirements for the department whilst managing the departmental budget
- Take responsibility for Health and Safety policies and practice within the department, particularly with regard to Risk Assessments which should be regularly updated and in-line with national requirements, communicating any concerns to the Health and Safety Officer
- Support the School's Partnerships and Outreach Programme by organising, attending and co-ordinating events
- Help prepare and encourage students for post-18 applications for Drama and closely related disciplines.

Teaching responsibilities bulleted list:-

- Teach Drama to a high standard, leading by example in the department, throughout the curriculum including all elements of GCSE and A Level examinations
- Encourage pupils' progress and engender enthusiasm for Drama
- Set and mark class work, prep work, in-year assessments, end-of-year examinations, entrance examinations, leading by example, to ensure standards are maintained across the Department
- Keep records of work covered and pupils' progress
- Attend parents' evenings for all classes taught
- Prepare pupil reports in line with the School's protocol
- Attend Continuing Professional Development courses
- Attend all Staff and Department meetings including INSET at the start of each term
- Attend Open mornings and Education Days on occasional Saturdays if required
- Act in the capacity of Tutor for a group of girls
- Offer an after school co-curricular club in the spring and summer terms (unless directing a production)
- Take prep duty after school, on approximately five evenings per term
- Carry out a weekly break or lunch time duty
- Maintain a positive and professional approach with parents and colleagues
- Actively promote good behaviour amongst pupils
- Organise and participate in educational visits
- Cover for absent colleagues
- Be a member of one of the School's Houses, attend House meetings, some House events and the annual Friday evening House Party
- Positively promote the School in the community including outreach work with local maintained schools and other organisations
- Support colleagues in the consistent use of pupil rewards and sanctions
- Attend occasions such as concerts, plays, matches and other parent/staff social events as required

Person Specification

The successful candidate should:

- Be passionate about Drama, be forward thinking and show a real desire to motivate staff, and pupils of all abilities
- Hold an undergraduate degree in Drama or a closely-related discipline
- Be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- Have a record of outstanding classroom teaching of Drama at GCSE and A Level
- Be able to demonstrate excellent subject knowledge
- Be able to demonstrate excellent leadership and teamwork skills with the ability to motivate others
- Be an excellent oral and written communicator
- Be able to maintain a positive and professional approach when dealing with parents and colleagues
- Promote high standards of education, care and behaviour
- Be confident in the use of ICT for a range of administrative and teaching purposes
- Display strong interpersonal skills and be able to work effectively as part of a team
- Demonstrate sound judgement and discretion and have a good sense of humour
- Be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- Be flexible and adaptable when going about their work
- Have energy, commitment and stamina
- Be supportive of the ethos of a busy boarding and day school

Salary and Further Information

Teaching Staff

- a. **Start date:** 1 September 2024.
- b. **Salary:** St George's Ascot operates its own generous salary scheme.
- c. **Pension:** All teaching staff will be auto enrolled in the APTIS pension scheme unless they opt out.
- d. **Hours of work:** This is a full time teaching post and given the nature of the position, there is a need for some flexibility. There will be a requirement to attend routine teaching events such as parents' evenings, teaching staff meetings, staff training days preceding each term, and Open Days and Educational Days (as notified) as well as the evening and weekend rehearsals and performances.
- e. **Notice Period:** The notice period required by either side to terminate the employment will be one full term.



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Awarded 'Excellent' in all areas in November 2022,
the ISI particularly identified –

“

‘Pupils’ positive attitudes towards learning
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE

Additional Staff Benefits

- Use of facilities
 - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
 - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.





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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM

The Process

Letters of application to the Head, Mrs Hewer, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to recruitment@stgeorges-ascot.org.uk

Deadline: 12 noon Thursday 18 April with interviews being held shortly thereafter

The School reserves the right to interview and/or appoint at any time during the recruitment process.

Any queries about this post may be made in the first instance to recruitment@stgeorges-ascot.org.uk

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.



25 MINUTES FROM
**HEATHROW
AIRPORT**
UNDER AN HOUR FROM
GATWICK



20%
INTERNATIONAL
PUPILS



FOUNDED IN
1877



100%
PASS RATE
AT A LEVEL
GRADED A* – C



99%
PASS RATE
AT GCSE
GRADED 9 – 4



12
THEATRE
PRODUCTIONS
EACH YEAR

**EXCELLENT
PASTORAL
CARE**

AND ONSITE
CHAPLAIN



70+
CO-CURRICULAR
CLUBS



3 OUT
OF **4**
PUPILS
ACHIEVED THEIR
**1ST CHOICE
UNIVERSITY**



★ **PRESTIGIOUS** ★



GOOGLE FOR
EDUCATION
REFERENCE SCHOOL

**25 GCSE
SUBJECTS
AND
23 A LEVEL
SUBJECTS
ON OFFER**



**AMBITIOUS
ROLLING
DEVELOPMENT
PLAN
INCLUDING:**

**SWIMMING
POOL**



**COOKERY
ROOM**



MUSIC TECH



**DANCE
STUDIO**

**FITNESS
SUITE**



30 ACRES OF LEAFY
COUNTRYSIDE ON SITE



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www.stgeorges-ascot.org.uk

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