



St Augustine's

PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18



Applicant Information

**Part-time Drama Technician and Actor/Director in Residence
(with the possibility of some LAMDA teaching)**

'The quality of pupils' academic and other achievements is excellent'
ISI Inspection Report - November 2021



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Letter from Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Part-time Drama Technician and Actor/Director in Residence at St Augustine’s Priory and welcome to our inspirational school! Our priorities are to deliver excellence in all aspects of school life and for each of our pupils to live out our mission of “our girls will change the world.”

Drama is a vital part of a complete education, and at St Augustine’s Priory we encourage each girl to develop her skills and interests both in the classroom and through partaking in a range of extra-curricular activities. The position of Part-time Drama Technician and Actor/Director in Residence is an exciting opportunity to work in an established department bringing new ideas for all the students in our school.

St Augustine’s Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Pre-Preps, Preps, Seniors and Sixth Form) are located on the same site. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Prep School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

In November 2021, we were inspected by the Independent Schools Inspectorate (ISI) which rated us “excellent” (the highest grade) in both Educational Quality and Personal Development, and we are committed to the highest standards in student safety, welfare and wellbeing. Inspectors noted that not only do pupils have “outstanding attitudes towards their learning” but also “excellent levels of self-esteem and self-confidence which enable them to take the school's core values into the wider world.” The Good Schools Guide describes us as “quietly brilliant” and the school’s most recent Diocesan Inspection Report graded St Augustine’s Priory as “Outstanding” the highest possible grade in all categories across both Classroom Religious Education and the Catholic Life of the school.

We have been in Ealing for over one hundred years and represent a continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible, often in the most extraordinary of circumstances. We continue in this tradition and take great pride in the generations of staff and of families who continue to work and study here. Our examination results are outstanding, with exceptionally



high value-added scores, and we pride ourselves on instilling in girls a love of learning and an alternative way of thinking. We offer a broad and varied curriculum with rich opportunities for personal development throughout the whole school, incorporating active community participation. Our pupils know that they are not defined by their grades and are valued and loved for who they are in the round. They also know we are preparing them to be people of courage

and determination, agents of positive change through their words and actions.

Pupils are blessed with 13 acres of green space, unique in the heart of London and we have ambitious plans for continued development of the facilities. Our Farm, Forest School, Meadow, Astro-turf, Indoor Hall and Open-Air Theatre, all utilise the natural setting and pupils love the physical freedom offered by our beautiful grounds.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are highly sought-after and are available in a wide range of disciplines, showcasing the breadth of opportunity at the school.

We warmly welcome candidates from a range of backgrounds and the school and governors are committed to a diverse and inclusive community. Please contact Mrs Lauren Bhambra (HR Manager) at hr@sapriory.com if you have any questions.

Yours faithfully

Mrs Christine Macallister BA ACA
Headteacher

Our DRAMA Department

The St Augustine's Priory Drama Department develops individuality, encouraging students to express themselves with flair and confidence.

Children perform in or design theatre productions, or help out behind the scenes. Studying Drama engages the creative side of the brain and provides an ideal balance in students' methods of study. Drama is a natural foundation to a well-developed sense of self.

We organise regular theatre visits for girls from all years and pupils have access to streamed theatre performances via Drama Online Library. Recently, pupils have seen Matilda, Legally Blonde, Hamilton, Wicked, and A Curious Incident of the Dog in the Night-Time.

Theatre professionals come into school to perform plays and deliver workshops. Previously, we hosted a Splendid Production and Frantic Assembly workshops.

Our Senior Drama Studio is fitted with state-of-the-art audio-visual equipment giving girls the potential to produce multi-media productions. Our outdoor stage is a perfect platform for girls to blend ancient theatre tradition and contemporary concepts.

Co-curricular and Enrichment activities:

LAMDA examinations are very popular in the Preps.

The biennial Senior School Production enables girls from Year 7 to Year 13 to work together on stage and backstage in a professional theatre environment. Recent shows include: Sister Act: The Musical (2023), Chicago: High School Edition (2019), Little Shop of Horrors (2017), The Comedy of Errors (2015) Guys and Dolls (2013), and The Ash Girl (2012). Last year we staged Sister Act at Watermans.

Senior school students with an aptitude for performance and performance support are invited to participate in workshops and public performance projects, such as the Shakespeare Schools Festival at Watermans Arts Centre, as part of the Drama Gifted Pathway (DGP).

LAMDA Teaching

St Augustine's Priory has offered LAMDA examinations for ten years. Although we are primarily looking for a Musical Theatre Teacher, experience of teaching other LAMDA qualifications would also be beneficial, as we have increasing numbers of girls taking these exams within the school.

LAMDA is one of the UK's oldest and most respected awarding organisations. They have been offering practical examinations in communication and performance subjects for over 130 years. In this time, their qualifications have helped hundreds of thousands of candidates of all ages and abilities to develop lifelong skills.

LAMDA exams are about achievement – recognising and rewarding the endeavours of each individual – but they are also about empowerment. By offering these qualifications, our ultimate aim is to provide girls with the opportunity to develop the life skills they need to be a success: attributes such as self-confidence and the ability to communicate clearly and performance skills.

At the heart of LAMDA examinations is the recognition that their qualifications are for everyone. Across the globe, their examinations unite learners of all ages, abilities, backgrounds and cultures in enthusiasm for the English language and a desire to develop skills for life.

LAMDA examinations in Acting and Speaking Verse and Prose showcase good performance and communication skills.

They also help learners to develop conversation and listening skills. The requirement to perform monologues or poetry and prose also helps the development of practical presentation skills, including knowing how to speak clearly and audibly, how to use physicality to convey characters, meaning and mood. From Grade 6 and above, scripts are chosen from a range of time periods and styles encouraging a broad appreciation of reputable literature.



Job Description: Part-time Drama Technician and Actor/Director in Residence (with the possibility of some LAMDA teaching)

Line of Responsibility:

The Drama Technician and Actor/Director in Residence is directly responsible to the Head of Drama

Ideal Candidate

Would be a dynamic and experienced actor/director of large cast shows, with teaching experience, who possesses the technical skills to: operate lighting and sound for productions, support Design pupils (including costume), or the willingness to learn these skills.

Job Content:

Strategic Purpose

- The basic duties of a teacher are outlined in the staff handbook

Drama Technician

- To provide technical support when required to department staff and students, including lighting and sound operation both in and out of lesson time, and at evening and weekend events.
- Take leadership in the installation and maintenance of lighting and other technology in the Drama spaces.
- To provide practical and administrative support for the Drama and LAMDA departments across the school.
- To support the Drama and LAMDA departments both in lessons and out of lessons. In lesson duties include: supporting SEND pupils, supporting Design pupils and supporting Performance pupils, amongst other things.
- To be involved with extra-curricular activities and rehearsals.
- To take leadership of organising and maintaining the Drama Store.
- To accompany school theatre trips.
- To undertake appropriate and agreed continuing professional development.
- To organise rehearsal schedules through to production, in communication with relevant departments.
- To maintain the online profile of the Drama and LAMDA departments.
- To take leadership of all room bookings and room changes within the department.

Actor/Director in Residence (with the possibility of some LAMDA teaching. Please see details under 'LAMDA Teaching' below.)

- To direct school productions
- To deliver performance workshops
- To assist pupils with both curricular and co-curricular performance work
- To assist Drama and LAMDA teachers

LAMDA Teaching

- To deliver the LAMDA syllabuses
- To be proactive in generating new students by dropping into classes, arranging tasters
- To provide high-quality tuition to allocated students
- To plan lessons that set challenging teaching and learning objectives which are relevant to the pupils taught.
- To select and prepare resources
- To monitor and assess pupil progress
- To report on pupils' attainment when the school requires.
- To teach appropriately for the age and ability range of the pupils.
- To provide pupils with practice strategies, to extend work in lessons
- To have high expectations of pupils and build successful relationships centred on teaching and learning.
- To organise and manage teaching and learning time effectively.
- To actively contribute to the wider drama life of the school through recruitment of students and supporting performances as required.
- To promote and foster a culture of excellence, commitment, and aspiration in the Drama Department.
- To maintain accurate attendance records.
- To organise a timetable that adheres to the rota system in operation.
- To write a report detailing pupils' progress and achievement as required by the School.
- To liaise with and advise the Head of Drama in terms of progress with LAMDA students who are pursuing GCSE and/or A-Level Drama courses.

Supervision and job context

- Although directly accountable to the Head of Drama, you will be responsible for the organisation of your own workload and priorities on a day-to-day basis using your own initiative and knowledge.
- Hours of work will be arranged with the Head of Drama.

Performance Management and Professional Development:

The teacher will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

Wider Professional Responsibilities

As a member of St Augustine's Priory community, you will be expected to:

- Support our school vision and values.
- Have regard to the teachings of the catholic church in line with our mission statement.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through your presentation and personal and professional conduct.
- Participate professionally in the school's performance management systems.
- Take responsibility for personal professional development.
- Take part in professional development activities and inset organised by the school.

- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the school through effective participation in meetings.
- Prepare high quality documents, presentations and relevant materials for meetings to support items discussed and decisions both in relation to areas of personal responsibilities and the work of others.
- Evidence a commitment to professional research and reading to support personal professional development.
- Take part in marketing and liaison activities and other appropriate school events.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's health and safety policy.
- Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and wellbeing of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning.
- Undertake any other duty as specified by terms and conditions of employment.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment) and those common to all classroom teachers as set out in the Staff Handbook.
- The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- The Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your conditions of employment.

Hours and Remuneration

Salary: Circa £25,000 FTE

Hours of work:

Part-time Drama Technician and Actor/Director in Residence 8:30am – 4:30pm 1 day a week **term time only**, plus additional hours as required for productions or drama examinations. These will be arranged in advance with the Head of Drama.

LAMDA teaching before school, lunch time or after school. Rate dependant on class size.

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

Benefits

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|  <p>PLACE OF WORK</p> <p>Close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses</p> |  <p>MEALS</p> <p>Lunches are provided free by the school during term time</p> |  <p>PENSION</p> <p>Contributory employer's pension scheme is available</p> |
|  <p>STAFF DISCOUNT</p> <p>50% Fee discount for pupils of staff</p> |  |  <p>PARKING</p> <p>Free car parking is available on site & Plug in car charger points for electric cars</p> |
|  <p>BIRTHDAY LEAVE</p> <p>Half day paid birthday leave</p> |  <p>CYCLE SCHEME</p> <p>Tax-free Cycle to Work Scheme is offered by salary sacrifice</p> |  <p>PROFESSIONAL DEVELOPMENT</p> <p>Strong commitment to support professional development with a dedicated people development budget</p> |

Person Specification: Part-time Drama Technician and Actor/Director in Residence

We are looking to appoint a committed, enthusiastic individual who is able to work well as a member of a team. They will have a genuine interest and enjoyment of children and be able to respond to them professionally with a quiet authority.

Applicants should have firm and fair disciplinary skills – creating and maintaining a purposeful, orderly and safe learning environment, maintaining consistent rules and understandings about behaviour, offering appropriate rewards and sanctions to foster motivation.

Applicants should have a good understanding of safeguarding and whole school policies, procedures and standards and be willing to implement them in a consistent manner.

| Applicants should: | Essential or Desirable | Primary means of assessment |
|---|------------------------|----------------------------------|
| Hold a recognised Drama or Design-related qualification | Essential | Application Form Certificates |
| Excellent literacy skills | Essential | Application Form Certificates |
| Technical skills in operating lighting, operating sound. | Desirable | Application Form Interview |
| Sewing machine skills | Desirable | Application Form Interview |
| Experience of communicating with people from different backgrounds | Essential | Interview |
| Experience of delivering the LAMDA qualifications | Desirable | Application Form |
| Positive experience of working as part of a team | Essential | Application Form/Interview |
| Singing and dancing experience | Desirable | Application Form/Interview |
| Ability to develop positive relationships with young people, valuing their diversity, in order to enhance their learning and social development | Essential | Interview |
| Ability to develop an understanding of the educational, welfare and social needs of the pupils with whom he/she is working | Essential | Interview |
| Possess effective oral and written communication skills | Essential | Interview/Application Form |

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| Possesses the ability to stay calm and objective when presented with unusual or challenging behaviour | Essential | Interview |
| Possess the ability to form good working relationships with teachers, pupils and parents | Essential | Interview |
| Be able to become familiar with and contribute to whole school policies, procedures and standards and be willing to implement them in a consistent manner | Essential | Application form/Interview |
| Be committed to own professional development | Essential | Application Form Certificates |
| Have a sound understanding of safeguarding, able to recognize signs of abuse and a readiness to report concerns appropriately | Essential | Interview |
| Be able to work as part of a team –working collaboratively with others, acting on advice, sharing good practice with others | Essential | Interview |
| Be flexible – demonstrate an ability to work with a variety of situations, individuals or groups, understanding and appreciating a variety of perspectives and to adapt an approach as requirements change. | Essential | Interview |
| Have firm and fair disciplinary skills – creating and maintaining a purposeful, orderly and safe learning environment, maintaining consistent rules and understandings about behaviour, offering appropriate rewards and sanctions to foster motivation | Essential | Interview |

The Application and Selection Process

Candidates should complete the St Augustine's Priory Application Form, available from www.sapriory.com/about-us/vacancies/

Please send via email to hr@sapriory.com to arrive by 9am on Tuesday 7th May 2024.

We recommend early applications and reserve the right to interview in advance of the application deadline.

Candidates invited to interview will be offered a tour of the school and grounds, be asked to teach a lesson, and there will be a formal interview.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

For an informal confidential discussion about the role please contact HR at St Augustine's Priory by email or telephone 020 8997 2022 or hr@sapriory.com <mailto:hr@sapriory.com>