

BRIEF FOR THE POSITION OF

# Assistant Director of Drama

WOLDINGHAM SCHOOL



March 2022





# The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Our vision is to provide an outstanding education that empowers women to change the world for the better.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Woldingham is increasingly popular and we expect to have more than 620 students enrolled from September 2022.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 1% of schools for added value.

Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and UCL. Woldingham students have

also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.







## HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

## ETHOS

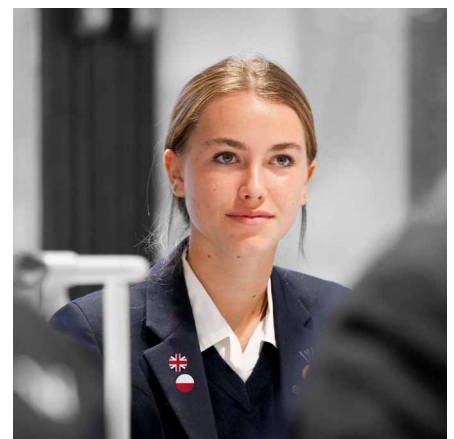
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, where we welcome girls of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





## ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 1% of schools in the UK for 'value added education.' In 2021, 90% of A Level grades were A\*-A and 62% of GCSE grades were 9-8. In 2021, 12 Sixth Formers took an EPQ and eight achieved an A\*.

Teaching and learning are centered around our unique WOLD model, which sets out our expectations of every lesson.

### Willingness

to work hard and  
make mistakes

### Opportunities

to maximise  
all learning

### Learning

is a life-long  
process

### Determination

to succeed

The school offers a broad curriculum with 27 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.







## PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

## THRIVE

The school's THRIVE programme promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

## BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

## EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



## SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House

sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

## CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal

recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

## LOOKING FORWARD

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



# The role

Job title:	Assistant Director of Drama
Department:	Drama
Responsible to:	Director of Drama

## ROLE

Woldingham School is looking to appoint an enthusiastic and dynamic Drama specialist to join this exciting, busy and progressive department.

The post offers the opportunity to teach across the 11-18 age range. The successful candidate will be given every opportunity to extend his or her own skills and interests while working as an assistant to the Director of Drama.

A high degree of personal involvement and initiative is essential. Governors and Senior Leadership are very keen to see the continuance of the fine tradition of Drama and performing arts at Woldingham.

Their commitment is explicitly demonstrated by the exceptional quality of the accommodation for the subject's teaching and performance.

The Millennium Centre for the Performing Arts, housing the Art, Music and Drama departments, and including a 600 seat auditorium, was completed in 1999. It is essential that the successful candidate shares in the department's innovative vision and collaborative ethos.

At KS3 all girls have Drama lessons with a project based syllabus covering aspects such as improvisation, physical & expressive theatre and theatre through the ages. Drama is a popular GCSE and A Level option and students currently follow the Edugas GCSE Drama and AQA A Level drama and theatre studies courses.

Girls' commitment is extremely high and extra-curricular Drama has an important role in the life of the school. A minimum of three major productions are staged in the auditorium each year, in addition to the evening performance of examination work and other drama

studio performances reflecting the interests and talents of the students. A busy programme of weekly Drama and Performing arts classes and rehearsals operates after school and as well closed weekend rehearsals for productions and examination preparation, throughout the year.

The millennium centre provides outstanding facilities for the performance of both Drama and Music. The main auditorium is extremely well equipped with industry standard sound and lighting control rooms large enough to accommodate small teaching groups. There are also two specialist teaching rooms, a staff office, a fully equipped studio theatre with its own lighting and sound system, a sewing room and wardrobe area, two dressing rooms, a scenery dock with workshop area, and a number of costume and props stores. The department receives support from two full-time theatre technicians.







The successful candidate will teach timetabled Drama across all key stages. We aim to recruit a specialist who will take full responsibility for the KS3 drama curriculum and be in charge of the academic assessment of the written exam unit at KS4. They will also take responsibility for arranging an exciting programme of theatre trips and workshops to support both the examination groups but also the co-curricular drama and performing arts students.

Woldingham is a thriving girl's boarding school, therefore some Drama inevitably takes place outside the traditional school day. Staff involvement is essential, and it should be appreciated that members of the Drama Department spend a significant amount of time in school during evenings and at some weekends during in the school year.

## PERSON SPECIFICATION

- A well-qualified graduate with a degree in Drama or a closely related subject with QTS.
- A good communicator who is dynamic, innovative and able to inspire an interest in the subject.
- Someone who will make a meaningful contribution to the creative life of, not only the department, but also the busy life of a boarding school.
- The ability to work as part of a team.
- Appropriate management and leadership skills
- Energy, stamina and enthusiasm.
- Experience in teaching drama especially at GCSE and A level.

- Someone with the high level of organisational and communication skills necessary to effectively provide extra-curricular provision and produce full scale productions.
- Someone who remains calm, positive and encouraging whilst under the pressure of staging productions.
- Someone who is very flexible and adaptable.
- Experience as a practitioner, performer, stage manager, director would be an advantage.

## The successful candidate will be expected:

- To teach Drama classes across all key stages as allocated by the Director of Drama and Deputy Head Academic.
- To have special responsibility for overseeing the academic assessment of the written exam unit at KS4.
- To take full responsibility for the KS3 Drama curriculum, overseeing the planning and preparation of schemes of work and lessons, according to department and school policies.
- To plan and implement an annual programme of Theatre Trips and workshops for the examination groups and the co-curricular drama & performing arts students.
- To assist in creating and implementing an inspiring and successful scholars programme in collaboration with the Director of Drama for both the Drama and the Performing Arts scholars.
- To prepare relevant classes for public examinations at GCSE and A level, according to the AQA syllabuses.
- To manage pupils' behaviour and promote a working atmosphere in lessons by following department and school policy.

- To set, mark and assess work, record assessments and write reports according to Department and school schedule and policies.
- To assist in the provision of co-curricular Drama including the direction of one full production per academic year.
- assist in the planning, monitoring and overall contribution of co-curricular Drama at Woldingham School.
- To support the department's work by contributing to initiatives and department plans, and where appropriate taking on such administrative responsibilities which are reasonably allocated by the Director of Drama.
- To undertake the responsibility of a form tutor, promoting the academic and personal development of the tutees in your care.
- To attend Staff Meetings, Parent Teacher Meetings and inset as required.
- To undertake supervisory duties.
- To promote the welfare and safety of all pupils at Woldingham School.
- To support the school's Catholic ethos.

Woldingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS report will be required for the successful candidate.







# How to apply

The closing date for applications is 9.00am on **Friday 18 March 2022**. Interviews will take place on **24 March 2022**.

To apply please submit your completed application form to [hr@woldinghamschool.co.uk](mailto:hr@woldinghamschool.co.uk) with a supporting letter.

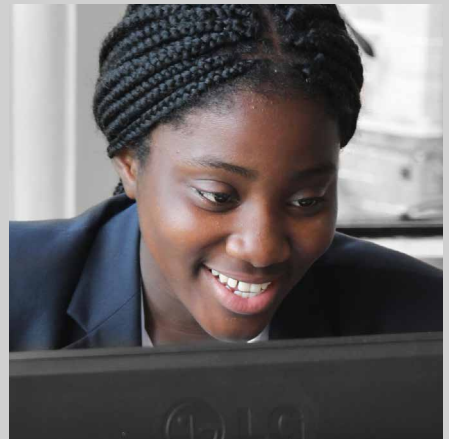
**The School reserves the right to interview and/or appoint at any time during the recruitment process. The vacancy will close once a suitable candidate has been appointed.**

## PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a new Leadership Programme in development for September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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