



AMESBURY SCHOOL
HINDHEAD

JOB DESCRIPTION



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HEAD OF DRAMA – MATERNITY COVER

ABOUT US

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 9 months and 13 years.

The main catchment areas for the school include Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is marked with outstanding nursery and school provision. Despite intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide. The School was last fully inspected by ISI in September 2017 and compliance inspected in July 2022. It was judged to be excellent in all categories and subcategories and fully compliant.

Children left the school in July 2023 for over 21 different senior schools, reflecting Amesbury's independence, and there have been over 50 scholarships awarded to Amesbury pupils in the last three years. Since 2017 the school has invested over £3m in capital expenditure projects.

Amesbury is a day school, Monday to Friday. Registration is at 8.15am and school closes at 6pm.

The school has a special energy and the people who work here are completely committed to both Amesbury as a school and as a place.

School Aims

Our principal purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefit of the community, so that when the time comes to leave us, each child will so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable them to become emotionally resilient independent learners.
- Develop a caring community within the school by encouraging commitment, courtesy, cooperation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide all stakeholders with a model of organizational excellence.
- Create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfil our social and environmental responsibilities to society.

Purpose

This is a leadership role, focusing on improving the sporting experience of all pupils. More specifically it involves:

1. The development of Drama, within the Performing Arts, promoting a 'gender blind' approach. An ability to think beyond the 'normal' confines in an innovative manner, engage with staff, pupils and parents and implement imaginative concepts is crucial.
2. Monitoring and evaluating the progress and overall levels of achievement of all pupils and developing strategies to improve outcomes.
3. Oversight of the quality of teaching within the department in order to ensure that it contributes towards outstanding pupil outcomes. Absolute essential requirements of this role are the observation of teaching and the scrutiny of teachers' planning.
4. In matters concerning Drama, to be the first point of contact and to adopt a pro-active stance when communicating with parents.

Reporting and Responsibilities

1. The Head of Drama is appointed by the Head.
2. The Head of Drama reports directly to the Head of Performing Arts.
3. The Head of Drama is responsible for the performance and professional development of all teaching staff within the department.
4. The Head of Drama chairs all meetings of the department.

5. The Head of Drama works hand in hand with the Head of Pre-Prep to ensure a high standard of teaching and productions exist in that area of the School.
6. To comply with all policies including the School's Health and Safety Policy and undertake risk assessments as appropriate.

Specific Responsibilities

1. To teach Drama to Years 1 – 8, at present, a double lesson of PFA for each year group from Year 1 to 8 (16 lessons).
2. To produce the Nativity Plays in Years 1 and 2.
3. To produce the Year 3 Show in a week.
4. To be responsible for all productions in Years 4 - 8, leading the production week and fulfilling performance requirements. (The responsibilities for every year group production include: communications to staff, communications to parents, communications to maintenance, communications to kitchen, rehearsal schedules, staffing, catering, set design, lighting design, sound design, costumes, risk assessments, photographs, booking venues for changing, posters and programmes.)
5. To be responsible for Performing Arts PSB.
6. To be responsible for Drama Scholarship programme.
7. To monitor pupils' progress and write reports for all students from Years 1 to 8.
8. To attend all relevant Parents Evenings.
9. To attend all relevant meetings.
10. To plan and implement an effective curriculum in conjunction with other Performing Arts staff for the teaching of Drama in Years 1 to 8.
11. To respond to requests for feedback by teachers, SEN coordinators & parents.
12. To assist with PFA events and follow department health and safety procedure.
13. To keep abreast of academic and pedagogic developments within performing arts.
14. To manage event and departmental budgets and plan events within budget.
15. To communicate effectively with parents.

Child Protection/Safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

