



## JOB DESCRIPTION

<b>Job Title:</b>	Teacher of Drama	<b>Department:</b>	Drama
<b>Hours of Work:</b>	0.6 FTE		
<b>Responsible To:</b>	Director of Drama & Dance	<b>Responsible For:</b>	N/A

Woldingham School is seeking an inspiring and dynamic Part-Time Teacher of Drama to join a thriving performing arts department which is a true strength of the school. We have an ambitious development plan which is committed to the flourishing of performing arts, enabling our students to grow at the same rate as their ambition. The Drama department is housed in the Millennium Centre, a modern, state-of-the-art facility for the Performing Arts, with a 630-seater auditorium, drama studio, dressing rooms and academic classrooms.

### Summary of Role:

To deliver outstanding Drama teaching primarily at Key Stage 3 and Key Stage 4 within a busy, high-performing department; to hold responsibility for KS4 examination groups; and to contribute substantially to the co-curricular performance programme, including rehearsals and (subject to experience and programme need) leading a production/project.

### Key responsibilities

#### A. Teaching and learning (KS3/KS4; potential KS5 contribution)

- Teach Drama primarily across KS3 and KS4; potential to contribute to KS5 as departmental provision develops.
- Plan and deliver high-quality lessons that develop practical theatre craft, creativity and critical understanding.
- Contribute to the planning and delivery of departmental schemes of work and shared resources to ensure consistency across classes.
- Assess, mark and provide feedback in line with departmental assessment structures; maintain accurate records of progress and attainment.
- Meet all planning, assessment, reporting and safeguarding expectations in accordance with school policy.

#### B. KS4 examination responsibility (GCSE Drama)

- Hold responsibility for KS4 examination groups as allocated by the Director of Drama & Dance.
- Manage the KS4 assessment journey, including internal deadlines, NEA/coursework milestones, evidence capture and student preparation.
- Participate in and support departmental standardisation and moderation to ensure accurate, consistent assessment.
- Complete required examination administration and compliance tasks (in line with exam board regulations and school processes).
- Maintain clear communication with the Director of Drama & Dance regarding progress, risks, interventions and deadlines.

#### C. Co-curricular and productions (explicit expectation)

- Contribute approximately 3-4 hours per week to the co-curricular programme (rehearsals, clubs, workshops, enrichment sessions, supervision).
- Attend evening and weekend rehearsals as required during production and practical examination periods (dates communicated in advance where possible).
- Support the department's year-round performance culture and student development beyond lessons.

- Potentially lead one production or performance project during the year, subject to experience and programme need, working within Mill Centre systems and venue procedures.

#### D. Departmental and professional contribution

- Work collaboratively within the Drama & Dance department, contributing to a positive professional culture and shared standards.
- Engage constructively with colleagues across Performing Arts (including Music and Theatre Operations) where work overlaps and collaborates.
- Be organised, reliable, and able to meet deadlines in a busy department with high performance expectations.
- Maintain and develop professional practice; keep up to date with contemporary theatre practice and pedagogy.

This post supports a popular academic subject and a year-round performance programme. The co-curricular commitment is integral to delivery and is therefore specified explicitly. Any extension of contract and/or increase in FTE beyond August 2027 would be subject to further interview and SLT approval based on student numbers, curriculum need and budget.

### PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Qualified/trained Drama teacher (appropriate to an independent school context).</li> <li>• Degree in Drama/Acting/Theatre/Performance.</li> <li>• Proven experience of strong teaching and learning outcomes at KS3 and KS4, including evidence of effective examination preparation.</li> <li>• Experience of managing KS4 assessment requirements (NEA/coursework tracking, standardisation/moderation participation, and meeting deadlines).</li> <li>• High-level practical theatre skills: directing, devising and rehearsal leadership with students.</li> <li>• Willingness and capacity to contribute to co-curricular provision (including evenings/weekends in production windows).</li> <li>• Aspirational, creative, and passionate about developing young people through theatre education; resilient and solution-focused</li> <li>• Reflective practitioner willing to continue to develop own teaching.</li> <li>• Fluent and accurate written and spoken English.</li> <li>• Competent in use of Microsoft Office Suite for teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional conservatoire/drama school training and/or relevant industry experience.</li> <li>• Experience of teaching GCSE Drama through the Eduqas syllabus</li> <li>• Ability to teach or contribute to KS5 Drama (A-level) as provision develops.</li> <li>• Experience leading a production or substantial performance project (directing or equivalent).</li> <li>• Additional dance/movement skills and/or musical theatre experience.</li> <li>• Broad production awareness including technical theatre collaboration.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• A passion for teaching and performance.</li> <li>• Integrity, giving authentic witness to the values of the School.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to make a contribution to the academic enrichment provision offered by the department.</li> </ul>

<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• An ability to engage warmly and professionally with students.</li> <li>• A calm and confident presence in the classroom.</li> <li>• An effective communicator.</li> <li>• A willingness to be generous with time committed to school, recognising that ours is a school that never closes during term time and the work continues after the final bell of the day has rung.</li> <li>• The ability to work as part of a team in a busy department in a busy boarding school.</li> </ul>	
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Will have a clear understanding of and commitment to Woldingham as a Catholic School whose mission is shaped by the Goals of Sacred Heart Education.</li> <li>• Willing and able to contribute to the spiritual and prayer life of the School.</li> <li>• Committed to operating as part of the School community.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> <li>• Committed to supporting the wider engagement of the department with other schools and the local community.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	