



Headmaster T N M Lawson MA (Oxon)

Director of Drama

April or September 2021

Introduction

The College seeks to appoint an exceptional individual to lead and inspire in this pivotal role at the heart of the College's creative and cultural provision.

The College

Eastbourne College is a co-educational HMC independent school of around 650 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of over 80% of A-level grades being awarded A*, A or B in recent years. At GCSE approximately two thirds of all grades awarded are 9 to 7 (A* or A). The College recruits from a wide ability range and value added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school. Day pupils can complete their prep in Houses; buses run at both 18:00 and 20:00 on weekday evenings.

We are proud of our rich cultural and sporting traditions. The Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the design & technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve professional contracts and international honours. There are also thriving CCF, D of E and service programmes.

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

As we celebrated our 150th year, the College completed the most ambitious development project in its history. *Project 150* saw the delivery of over 30 state of the art classrooms, ICT suites, a new swimming pool, café, school shop, dance studio, sports hall, squash courts, dining hall and fitness suite. We believe that the College has some of the best facilities of any school in the UK. For further information about Project 150 and our future development plans, please visit the website:

<https://www.eastbourne-college.co.uk/about-us/our-future/>

More information about the College may be found by visiting the website:

www.eastbourne-college.co.uk

News of latest events can also be found by visiting our Facebook page:

<https://www.facebook.com/EastbourneCollege>

The Post

The successful applicant will be an experienced leader of young people and adults and an accomplished teacher, actor, producer or director in his or her own right. S/he will have experience of teaching GCSE and A-level drama and a proven track record of creative/cultural leadership and will be able to nurture and stretch the most able whilst also making drama accessible and enjoyable for all. The successful applicant will be a motivational advocate for the creative arts and be passionate about the benefit drama can bring to the development of young people. S/he will want to foster a love of theatre in all members of the College community.

It is expected that the Director of Drama will make a contribution to the teaching of academic drama or dance. This will normally be in the region of half a full academic timetable.

Drama at Eastbourne College

The College has enjoyed a long and distinguished reputation for drama productions that involve pupils from all year groups and houses. For further details of College productions, please see the relevant pages of the school website:

<http://www.eastbourne-college.co.uk/Drama>

Performance Spaces

Drama facilities are excellent. College Theatre seats 284 and is at the heart of the school. It is used throughout the year for College productions and a full programme of visiting professional productions as well as numerous house concerts and revues. A new foyer and circulation space for College Theatre has been created as part of Project 150.

The Le Brocq theatre seats 120 and is used for day-to-day teaching, smaller productions and presentations. The Dell Theatre is an outdoor performance space seating 90 and is used in the summer festival week for the Lower Sixth play and other smaller scale events while the Jennifer Winn auditorium in the Birley Centre also provides a versatile space with an acoustically-designed, 160-seater auditorium with sprung floor.

College drama is supported by a full-time technician and a part-time (term time) technician / wardrobe supervisor.

Job Description

1. **Job Title:** Director of Drama
2. **Responsible to:** The Deputy Head (Academic) for academic drama and the Deputy Head (Co-curriculum) for co-curricular drama, reporting to the Headmaster and Board of Governors.
3. **Job Summary:** To be responsible for the teaching of academic drama and dance throughout the school. To have overall responsibility for structuring and shaping the College's provision for the performance of drama. To create and foster enthusiasm for drama participation within the College and to nurture that creativity in strengthening links with the town, established partners and the wider community at large.

4. Duties and Responsibilities

Academic

- a) To foster interest in, and enthusiasm for drama and its significance in the outside world.
- b) To draw up schemes of work and other necessary documentation in consultation with the Deputy Head (Academic) and those teaching drama or dance to ensure that the department meets deadlines for assessments, examinations and reports.
- c) To ensure that the department keeps abreast of curriculum developments, and to arrange for INSET as appropriate.
- d) To update and renew teaching materials, resources, equipment and apparatus, and to give a lead in teaching topics to new examination specifications.
- e) To consult with the Senior Management Team over major decisions, particularly those affecting the department as a whole, or its place in the curriculum.
- f) To administer all matters in the department in accordance with school policy as laid down by the Senior Management Team.

Creative Leadership

- a) To establish and articulate a vision for drama at Eastbourne College, in line with the school's core values and ambitious development plans.
- b) To make a contribution to whole-school strategic planning for the development of drama at the College in consultation with the Senior Management Team.
- c) To inspire and motivate colleagues to ensure pupils enjoy participating in drama and are given opportunities to develop their creative talents in positive, innovative and effective ways.
- d) To plan a diverse and engaging programme of both formal and informal drama events to challenge and showcase the work of pupils; giving performing opportunities to all.
- e) To be responsible for school plays and productions, working closely with the Director of Music as appropriate. To be a regular director of such productions.
- f) To underwrite the performance and quality of drama productions by co-ordinating staffing, rehearsals and performance opportunities.
- g) To promote a diverse range of drama so that all pupils have the opportunity to participate during their time in the school.
- h) To foster mutually beneficial links with feeder schools, the town and the wider creative community.
- i) To maintain and strengthen existing partnerships through the Eastbourne Schools Partnership programme and other collaborative associations.

- j) To promote College drama more widely by arranging performances outside of school at appropriate times.
- k) To lead the planning of theatre visits, drama tours and other enrichment opportunities for College pupils.
- l) To work with other departments in the school on creative collaborative projects.
- m) To lead the development of collaborative drama projects within houses, with an emphasis on house plays, drama competitions, drama festivals etc.
- n) To liaise with the admission team and Head of Enrichment to plan, organise, implement and deliver the award of internal and external drama scholarships.
- o) To oversee an appropriate, challenging and stimulating programme for scholars once admitted.

Administration

- a) As a professional leader, represent the school in all matters relating to drama or dance, both internally and externally.
- b) To co-ordinate the recording and moderation of all pupils' work in academic drama and dance for practical assessments / controlled assessments and to ensure that all the awarding body's criteria are met.
- c) To assist the Headmaster and Senior Management Team in appointing staff to work in the department.
- d) To supervise the setting, moderation and marking of the internal College examinations.
- e) To submit an annual report of the academic work of the department to the Deputy Head (Academic) as part of the annual department review.
- f) To attend Heads of Department meetings, and to represent drama and dance in all discussions concerning the academic curriculum.
- g) To be responsible for the day-to-day operational management of Big School / College Theatre, the Le Brocq Studio and the foyer/circulation space in the Nugee building and Dell (outdoor) Theatre.
- h) To keep an inventory of all items in the performance and technical spaces, wardrobe, stores, control rooms etc.
- i) To be responsible for all equipment, repairs and matters regarding health and safety in the drama department.
- j) To oversee the arrangements LAMDA lessons taking place in the School.
- k) To work alongside the Director of Admissions and Marketing to ensure the wide promotion of drama in the school and beyond.
- l) To make an annual budget bid for College/Pro drama and to be responsible for the monitoring and management of expenditure against it.
- m) To be responsible for the annual appraisal of teaching staff in the department, establishing clear targets for performance management and professional development.

Financial Management

- a) To submit draft budgets for drama to the Deputy Heads and to ensure that expenditure is kept within the approved budget.
- b) To order equipment, materials and books as appropriate, and to keep an up-to-date record of all expenditure.
- c) To keep an inventory of equipment and plan for future needs.

Pastoral

- a) To promote and uphold the College's core values through the development of drama in the School.
- b) To be a tutor in a day or boarding house as directed by the Deputy Head (Pastoral).
- c) To act as tutor to a group of tutees as directed by the Hsm.
- d) To hold regular, weekly meetings with tutees to discuss academic progress and any pastoral issues.
- e) To discuss electronic Report Cards (eRCs) with tutees and comment as appropriate.
- f) To support the Hsm and House by attending house activities and events.

- g) To support tutees in their wider College lives.
- h) To attend chapel alongside tutees at weekly chapel services and any other school congregational events as requested by the Second Master.

Co-curricular

- a) To play an active role supporting the co-curricular programme as directed by the Deputy Head (Co-curriculum).

General

- a) To chair regular meetings of the drama department.
- b) To be the line manager of the Theatre Technician.
- c) To be the line manager of the Wardrobe Technician/Supervisor.
- d) To be a member of the Creative Arts Committee and any other deemed necessary by the Deputy Head (Co-curriculum).
- e) To attend staff meetings as requested by the Headmaster.
- f) To carry out any other relevant duties associated with the role as requested by the Headmaster or Senior Management Team.

Other duties

- a) The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy Statement at all times.
- b) If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Safeguarding Lead or, if he/she is the School’s DSL, to the Headmaster and relevant agencies.

This job description may be altered to meet changing educational context at the discretion of the College.

Person Specification

Applicants should be able to demonstrate the following:

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Educated to good degree standard (or equivalent) in drama or a closely related discipline • Evidence of continuous personal and/or professional development • Highly qualified and experienced as a teacher / performer / producer / director 	<ul style="list-style-type: none"> • Teaching qualification • Post graduate diploma • Post graduate degree
Knowledge and Experience	<ul style="list-style-type: none"> • Creative arts leadership of children and young adults • An understanding of the importance of drama in the school curriculum • Experience of leading collaborative, creative projects with children and/or young adults 	<ul style="list-style-type: none"> • Schools experience • Experience of working in a boarding/residential environment • Management experience in a drama / theatre context • Management experience in a school context

Skills	<ul style="list-style-type: none"> • A dynamic and skilled leader with the ability to manage people towards a common goal • Excellent communication and listening skills • Strong organisational and administrative skills • A high level of ICT competency • An inclusive manner and the ability to work in a team • The ability to interpret quantitative and qualitative feedback; to monitor and evaluate 	
Personal Qualities	<ul style="list-style-type: none"> • A belief in the College's core values and the determination to uphold them • An ability to set deadlines, meet them and manage expectation against them • An ability to build, foster and sustain positive relationships with all in the College community • Patience, compassion, courage, resolve and objectivity • Dedication, loyalty, commitment and positivity • Capacity for hard work • To positively embrace change and development • Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation. • To be a lead learner 	

Salary and Conditions

The College has its own salary scale and the successful applicant will be remunerated at a level representing their skills and qualifications. Specifics of this can be discussed with the Headmaster at interview.

The College offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

Accommodation may be available. The successful candidate will also benefit from a generous rate for the education of their own children, both at the College and at St. Andrews Prep.

All appointments are made subject to a satisfactory medical disclosure, an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.

The College is a non-smoking establishment and an equal opportunities employer.

How to Apply

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

For further information please contact applications@eastbourne-college.co.uk

All applications must be received by noon on **Friday 29 January 2021**

All candidates will be contacted shortly after the closing date with interviews taking place at the College thereafter.

Postscript

There are many attractions to working at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.

January 2021