



Haberdashers'
Monmouth Schools



Appointment of Head of Drama
For September 2024



Introduction

Haberdashers Monmouth Schools are seeking to appoint a dynamic theatre practitioner with experience of and passion for drama and its role within education from September 2024. The candidate requires the knowledge and ability to direct productions of the highest standard and teach progressive schemes of work throughout the school leading to excellent results at GCSE and A Level. Resilience, creativity and strong organisational skills are essential.

As part of the busy life of our schools, new colleagues will be required to support the all-round nature of life here, including making a contribution to our boarding community and to our extensive co-curricular programme.

The Haberdashers' Monmouth Schools currently comprise the following three schools and educate around 1,065 pupils:

Monmouth Prep School, c.210 pupils aged 3-11, co-ed day, boarding from 7
Monmouth School for Girls, c.385 pupils aged 11-18, day and boarding
Monmouth School for Boys, c.470 pupils aged 11-18, day and boarding

It is an incredibly exciting time to join the schools as the schools will merge to become a single co-educational school, Haberdashers' Monmouth School, in September 2024. The combined school will cover two sites with Years 7-11 located centrally in Monmouth on the current boys' school site and a newly expanded Sixth Form Centre and Monmouth Prep located on the Hereford Road.

Around half of our pupils at any point in time have a sibling being educated within the family of schools, and many more have older or younger siblings who are former or future pupils.

For more information about the schools, please visit our website:
www.habsmonmouth.org



The Department

Drama is taught in well-equipped drama studios, smaller tutorial rooms and has the use of The Blake Theatre, a well-known arts venue in Monmouth. Drama is taught across all key stages and is a popular choice at both GCSE and A level. Both A level and GCSE follow the WJEC Eduqas syllabus.

At KS3, all pupils are introduced to a variety of different drama forms and skills including devising theatre, scripted work and various projects including Theatre in Education, where their work is performed to our Prep School Pupils often with relevance to a topic in their curriculum, such as WW1.

There is a thriving Junior Drama Club every week, and LAMDA lessons are taught with over 80 pupils currently in lessons. The Department also runs a successful Drama and Theatre Arts scholarship program where we not only encourage pupils who want to perform but also pupils from all areas of theatre and performance, including those with production and technical skills, such as lighting design, set-design, costume design, and aspiring writers and Directors.

In addition to the numerous examination performances, a variety of productions are scheduled every year and, in the past, have included a large-scale Joint Schools' Musical, a Joint Schools' play, a Senior Play, Junior Drama Club performances, House Drama Competitions and various other smaller scale work by individual year groups.



The Role

Summary of the Role:

The Head of Department provides professional leadership and line-management for the teaching and support staff in the department. He/she ensures that there is high quality teaching and learning and support for students and sets high standards for students and colleagues. He/she is responsible for the organisation, administration, management and academic discipline of the department in conjunction with the pastoral team and the strategic development of the department in line with the vision and aims of the school.

The successful applicant will be a strong and inspirational leader with a desire to drive forward a dynamic department.

Key responsibilities

- Strategic direction and development of the subject
- Teaching and Learning
- Leading and Managing Staff
- Efficient and effective deployment of resources
- Generic Objectives
- Extra-curricular Responsibilities



Key Tasks and Responsibilities - 1

Strategic direction and development of the subject

- Developing and implementing policies and practices for the subject which reflect the school's commitment to effective teaching and learning, high achievement and, as a boarding school, to the life of the school beyond the curriculum
- Creating an inspiring and productive climate which enables staff and pupils to develop and maintain positive attitudes towards the subject and confident in teaching it
- Establishing a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, cultural, mental and all round development
- Using data to identify pupils who are underachieving and, where necessary, implementing plans of action to support these pupils, in liaison with relevant personnel, or ensure appropriate praise
- Ensuring that the rewards system is implemented appropriately within the department
- Analysing and interpreting relevant national, local and school data, research and inspection evidence to inform development with assistance from the Assistant Head (Academic Performance) and Deputy Head Academic
- Establishing development plans for the subject, monitoring progress towards implementing them, reviewing annually the performance of the department and writing an annual development plan
- Promoting the development of the department through extra-curricular activities, support, trips and additional activities such as competitions, joint exhibitions and professional opportunities

Key Tasks and Responsibilities - 2



Teaching and Learning

- Ensuring curriculum coverage, continuity and progression for all pupils, especially between the Key Stages
- Ensuring that all pupils are well prepared for public examinations and other external and internal assessments
- Providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils in consultation with Learning Support, EAL and other appropriate staff members
- Establishing and implementing clear policies and practices for assessing, recording and reporting on pupil achievement, and using this information to recognise achievement
- In conjunction with the Deputy Head Academic, ensuring that there are effective and rigorous strategies in place for the identification of able and talented pupils and those who need learning support and ensuring that appropriate measures are in place to enthuse and challenge these pupils
- Evaluating the teaching of the subject and using this analysis to identify good practice and areas for improvement
- Endeavouring to provide effective development of pupils' individual and collaborative study skills necessary for them to become more independent in their work
- Reviewing and updating Schemes of Work
- Liaising with staff in Monmouth Prep to promote continuity of teaching and learning
- Liaising with the Director of Sixth Form in matters relating to the teaching of the subject in the Sixth Form



Key Tasks and Responsibilities - 3

Leading and Managing Staff

- Establishing clear expectations and constructive working relationships among staff who teach the subject through team working, delegation and developing an acceptance of accountability
- Performance management of staff as required by the school policy
- Leading the professional development of subject staff by example and support; coordinating the provision of professional development
- Enabling teachers to achieve expertise in their subject teaching
- Ensuring that the SLT are fully informed about policies, plans and progress in meeting targets
- Holding regular departmental meetings
- Managing support staff if applicable
- Assisting the Head and the Senior Leadership Team with the appointment of new staff, advising when necessary on subject-specific issues

Efficient and effective deployment of resources

- Establishing staff and resource needs for the subject; allocating the available subject resources and budget with maximum efficiency to meet the objectives of the School and the subject
- Deploying staff to ensure the best use of subject expertise
- Ensuring the efficient and effective management and organisation of learning resources
- Using accommodation to create an effective and stimulating environment for the teaching and learning of the subject
- Ensuring there is a safe working and learning environment in which risks are properly assessed
- Keeping the department within its budget



Key Tasks and Responsibilities - 4

Generic Objectives

- To share in all aspects of school life, not simply those relating to the department
- To secure high standards of teaching and learning
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all pupils, and raise standards of achievement
- To support, guide and motivate teachers
- To evaluate the effectiveness of teaching and learning and progress of pupils
- To identify needs in the subject and consider these in relation to the overall needs of the school
- To understand how the subject contributes to school priorities and to the overall education and achievement of our pupils
- To undertake the role of a tutor as directed by the Deputy Head Pastoral
- To undertake a share of supervisory duties as a member of a duty team

Extra-curricular Drama

- Ensure that there is a weekly programme of extra-curricular activities for Drama which gives opportunities for involvement to senior school pupils of all ages and abilities and that this is promoted appropriately
- Ensure that there is a vibrant programme of extra-curricular Drama productions spread throughout the academic year, which gives opportunities for involvement to senior school pupils of all ages and abilities
- Organise and direct at least one production per academic year and support other colleagues in the direction and organisation of the programme of extra-curricular drama productions
- Work collaboratively with other colleagues from the Music and Dance departments to develop and enhance the performing arts culture of Haberdashers' Monmouth School, bearing in mind that an outstanding Performing Arts programme will be one of the central pillars of the coeducational school, which will enhance our reputation and attract pupils to the school.



Key Tasks and Responsibilities - 5

Additional Extra-curricular Responsibilities

- To support the all-round nature of life here, including making a contribution to our boarding community and to our extensive co-curricular programme as agreed by the Head
- To support the School's programme of academic enrichment
- There will be an opportunity to be involved with the Saturday morning activities programme, as well as the Saturday afternoon sports programme and a salary enhancement is given to colleagues who commit to these from September 2024.

You may be required to undertake such other comparable duties as the School requires from time to time.



Terms of Appointment

School Day

Normal teaching hours are 8.30am to 4.15pm, day students may be on site from 7.30am until 5.30pm and buses are expected to depart by 5.45pm

Notice Period

During the probationary period of one year, the period of notice will be one month. After successful completion of the probationary period, the notice period will be one term.

Salary

The salary will be paid on the Haberdashers' Monmouth Schools Teachers' Pay Scale at a level commensurate with experience.

Pension

We offer a defined contribution pension scheme APTIS operated by Aviva (DC)

Subject to normal entry requirements, children of staff are eligible for staff fee remission.*

The offer of appointment will be made subject to satisfactory references and other employment checks, including an enhanced DBS check.

**Non contractual arrangement.*



How to Apply

Candidates should complete their application form electronically and email it, together with a short covering letter, which explains their motivation for applying (both documents as PDF files). You may also include a copy of your curriculum vitae.

For further details and an application form please visit our website: www.habsmonmouth.org/jobs or contact Miss Michelle Boulton on 01600 711229 or email recruitment@habsmonmouth.org

Closing Date for applications:
Interviews will be held:

All applications will be acknowledged by email and completed applications should be sent to recruitment@habsmonmouth.org



Safeguarding and Child Protection

Haberdashers' Monmouth Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

All candidates are asked to read the Safeguarding and Child Protection Policy and the Recruitment, Selection and Disclosure Policy.

All candidates should complete the schools' application form when applying for this role.

For more information about the schools, please visit our website:
www.habsmonmouth.org