



Sydenham High School

GDST
GIRLS' DAY SCHOOL TRUST

Brief for the position of
Director of Drama
(fixed-term contract)

Sydenham High School GDST





Dear Candidate,

Thank you for your interest in the position of Director of Drama at Sydenham High School. The Performing Arts play an integral part in our delivery of outstanding enrichment and super-curricular programmes for our pupils. This is a fantastic opportunity for a talented and ambitious individual who is an aspiring or current Head of Department to lead this vibrant, successful department.

Sydenham High is a selective school with a mission to ensure that every girl reaches her full academic potential. We offer a rich and diverse curriculum, alongside outstanding enrichment opportunities outside of lessons, enabling our students to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are forward thinking and innovative, looking to provide an outstanding education to our young people as well as the very best in pastoral care. Our purpose is to empower every girl to forge her own path with courage and without limits. This is evidenced in our Careers Programme and the broad range of careers-focussed events on offer, as well as in our leavers' wide-ranging higher education and future pathways.

The candidate will show considerable initiative, leadership and expertise, both in the classroom and in the field. Above all, they will be a passionate individual, strongly motivated to make themselves an active part of our thriving community.

I very much look forward to meeting you,

Ms Antonia Geldeard
Head



Our school

Sydenham High School, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham High prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham High is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

The Girls' Day School Trust

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders' Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.



Site and facilities

Ongoing investment by the GDST has seen the school's facilities continue to expand. A new Design Technology and Innovation Building alongside a new Sixth Form Centre is planned to open in Summer 2025. A Performing Arts Centre was opened in 2006, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and the assembly hall was renamed Longton Hall and refitted to provide concert and performance facilities. There are specialist features for the teaching of Science, IT, Music, Art and Design and Technology. Sports facilities include an indoor sports centre, gym, large all-weather pitch and a 7.5 acre sports ground in Lower Sydenham. The current Sixth Form centre has been refurbished to include a generous common room, study rooms and classrooms. In 2014 the historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.

The Prep School is home to 240 pupils from the age of 4 to 11. It is based in an attractive large Edwardian family house with light and spacious purpose-built modern additions. The school is set within its own attractive grounds, five minutes' walk from the Senior School and takes full advantage of the Senior School facilities. The personalised approach allows each girl to develop at her own pace. Most girls in the Prep School move into the Senior School.

The Senior School has over 515 pupils and our aim is to develop girls as independent learners, who take responsibility for their own learning. The curriculum offered at each stage allows the exploration of personal learning and thinking skills that underpin not just academic but lifelong success.

For more information about Sydenham High School please visit:
www.sydenhamhighschool.gdst.net.



Our purpose

We aim to inspire the future generations of creators, independent thinkers and trailblazers. We open eyes and hearts by educating the whole person: to balance mind, body and soul. Our diversity of academic and enrichment opportunities enables every girl to forge her own path, strive to be her best and excel. We seek to empower every girl to discover and nurture her unique talents whether in the classroom, the laboratory, the library, the studio, the field, the water, the community or beyond.

We believe that educating the whole person leads to happy, confident and courageous children who flourish and make a positive difference to their community.

Our values

Courage and character: With our school motto at the fore, ('Nyle ye drede', 'Fear nothing'), we aim to foster in every girl the strength of character and courage to discover and pursue her own path.

Curiosity for learning: We seek to empower every girl to learn without limits, cultivating an intellectual and creative mindset through an inspiring and joyful approach to education.

Culture of kindness: We focus on developing a happy and respectful community with strong relationships, prioritising every child's wellbeing and celebrating diversity.

Generosity of spirit: We aspire to be outward looking, giving back, taking on leadership and having a positive impact.

"Pupils develop high levels of self-confidence and the inner strength needed to succeed, as a result of an understanding not to fear failure" - ISI, 2020

The Role **Director of Drama**

We are looking to appoint an inspirational, energetic, and innovative teacher to lead our Drama Department at Sydenham High School. This is a fantastic opportunity for a talented and ambitious individual who is an aspiring or current Head of Department to lead an exciting and successful department.

With your excellent subject knowledge, experience and passion for Drama, you will lead by example, teaching bright and dramatically able pupils up to A level and have the capacity to inspire both your students and colleagues with your vision for the department. The ideal candidate will already have experience of leading productions and be fully committed to the vibrant co-curricular life of the department.

The team is comprised of two full time teachers and a Theatre and Production Manager. The Department runs three productions a year. Trips to the theatre and practical workshops further enrich our pupils in this very popular subject.

The candidate will show considerable initiative, leadership and expertise, both in the classroom and in the field.

This is a full-time role on a fixed-term maternity cover to start September 2024.



The Role **Director of Drama**

Accountable to: The Head via the Assistant Head: Enrichment

Responsible for: The Drama Department and Drama both within and beyond the curriculum

Job purpose: Overall responsibility for the professional leadership and management of the department in order to ensure high standards of teaching and learning are delivered alongside an excellent co-curricular programme, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy.

Accountabilities (in addition to those required of a qualified teacher):

Policy/Strategic direction and development

- Contribute to whole school policy-making and strategic planning as required by the Head and Assistant Head: Enrichment.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans

Leadership and management of others

- Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
- Attend school on examination results' days as required by the Head.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.

- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Monitor pupils' work and the classroom practice of those in the department to ensure high standards are maintained and pupils are realising their full potential.
- Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department.
- Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.
- Contribute to the broader life of the school by supporting and leading curricular and co-curricular events such as school productions, enrichment clubs and activity days and looking for opportunities to collaborate across both the Junior School and Senior School.
- Explore further opportunities for developing a rich and challenging programme for the Drama Scholars.
- Support the Prep School drama provision throughout the year including the year 4 and year 6 productions.
- Manage and support the LAMDA teacher in the delivery of the LAMDA curriculum and exams.
- Lead and organise a variety of theatre trips throughout the year to support and enrich the drama curriculum and the co-curricular provision.

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school.
- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.

The Role **Director of Drama**

Co-curricular activities and enrichment

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department.
- Direct one of the three school productions each academic year, in addition to smaller adhoc events.
- Oversee the direction and production management of the other two productions, in collaboration with the Theatre Manager.
- Oversee the organisation of the Y7 Drama club by the 6th Form Drama Scholars.
- Organise and manage a wide range of events throughout the year including Drama examinations, Prizegiving and other co-curricular events, including House events.
- Manage and support any visiting practitioners who teach on the drama co-curricular programme.
- Liaise with the Finance and Lettings Officer regarding external lets and use of the Drama spaces.

Admissions, marketing and external links

- Lead on all admissions assessments relating to the subject, including scholarship interviews and auditions.
- Actively promote the department within the school community to encourage pupils' interest in the subject area.
- Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.
- Lead the department's contribution to school admissions and external partnership links, including attendance at certain key out-of-hours events.
- Continue to build on the strong relationship between the Senior school and Prep parents and pupils.

Management of resources

- Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with GDST health and safety guidelines.

Monitoring, evaluation & assessment

- Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.

Training & development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.

The Role **Director of Drama**

The following items are included in the professional duties which a school teacher may be required to perform under the reasonable direction of the Head.

Teaching

Having regard to the curriculum for the school:

- Planning and preparing courses and lessons;
- Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Organising and participating in co-curricular activities.

Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers.

Assessment and reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal

- Participating in arrangements made by the GDST for the appraisal of her/his performance and that of other teachers and professionals.

Further training and development

- Reviewing from time to time her/his methods of teaching and programmes of work;
- Participating in arrangements for her/his further training and professional development as a teacher.

Educational methods

- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, health and safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

Public examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.

Management

- Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and initial teacher training;
- Co-ordinating or managing the work of other teachers;
- Taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

The Role **Director of Drama**

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

General

- Adhering to the policies of the school and the GDST, as published in the Staff handbook and Notes of Guidance for Schools as amended from time to time, in particular policies relating to the safeguarding of children.

General Requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.

- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, notes of guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification **Director of Drama**

Skills Required	Leadership skills: the ability to lead and manage people to work towards a common goal
	Decision making skills: the ability to solve problems and make decisions
	Teamwork: the ability to work collaboratively with others
	Communication skills: the ability to make points clearly and understand the views of others
	Self-management skills: the ability to plan time effectively and organise oneself well.

Knowledge Base	Excellent professional knowledge and understanding
	Excellent subject knowledge
	Understanding of national and examination curricular requirements of the subject
	Up to date with professional developments in the subject and other aspects of education

Qualifications/ Attainment	A good honours degree - Drama, English or related subject
	Qualified teacher status
	Post graduate qualifications - Masters degree/post graduate diploma desirable

Experience	Experience as a subject teacher from KS3-5
	Experience of teaching A level and GCSE in the subject for at least 2 cycles
	Experience of directing and producing school productions
	Experience of participating in or leading a whole school initiative
	Experience of a management role e.g. as deputy Head of Department
	Experience of organising or participating in co-curricular activities

Attitude/ approach	Ability to enthuse children and adults
	Possess a positive attitude and approach to change and development
	Enjoy rising to the challenges inherent in a school environment
	Flexible and firm with the ability to know when to be either

How to Apply **Director of Drama**

To apply, please go to

https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=033167

Please submit your application form and cover letter by **9am on Friday 16 February 2024.**

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme.

These benefits include:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free school lunches
- Financial guidance and support
- Retail and lifestyle discounts
- A discount of up to 50% on fees for children at GDST schools

We reserve the right to interview at any point during the recruitment process, so early applications are encouraged. References for candidates invited to interview will be taken before the interview. Interviews will likely be held the week commencing 19 February 2024.

Sydenham High School and the GDST (Charity Registration No. 1026057) are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the Disclosure and Barring Service.

