



Prior Park College

Post: Director of Drama

Reporting to:

1. Assistant Head, Activities
2. Deputy Head, Academic

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.



Curriculum and Programmes

Drama is a compelling part of our school curriculum, taught across all Key Stages to ensure a thorough and immersive experience in the performing arts. At Key Stage 3, Drama is compulsory for Year 7 and Year 8 students, fostering foundational skills and a passion for performance from an early age. By Year 9, students have the option to continue their Drama education, a choice many embrace with enthusiasm.

For those with a deep interest in the subject, we offer GCSE and A-Level Drama courses following the Edexcel specification, allowing students to delve into both the theoretical and practical aspects of the discipline. Beyond the curriculum, we provide LAMDA tuition across all gradings (1 to 5, Bronze, Silver, Gold), facilitating individual growth and achievement in acting and communication.

Our department is also instrumental in bringing to life various productions and showcases, including the Key Stage 4 show "The IT," LAMDA Showcases, and compelling one-act pieces such as "Julie" and "Swallow." This year, our Senior School Production was the acclaimed "House of Bernada Alba." Furthermore, the Drama Department plays a crucial role in the whole school Musical, Inter-house Music, and other co-curricular activities, demonstrating our commitment to the wider school community.

Facilities

The Director of Drama will have the privilege of working within outstanding facilities. Our professional, 160-seater Julian Slade Theatre, complete with green room and changing facilities, provides an exceptional environment for student performances. Additionally, a fully equipped semi-sprung dance studio and a well-resourced Drama library support the diverse needs of our curriculum and productions.

Staff

The Director will lead a dedicated team comprising two teachers delivering curriculum drama, a part-time theatre technician, and a LAMDA teacher. This team is the backbone of our department, ensuring the highest quality of Drama education and production standards.

The Role

Line-management

The Director of Drama will report primarily to and be line-managed by the Assistant Head, Activities. They will report secondarily to the Deputy Head, Academic. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

Location

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work. The Director of Drama at Prior Park College often supports the Drama activities of the other schools in the Prior Park Schools family, including an annual residency for our junior school, The Paragon, in the Julian Slade Theatre.



Prior Park College

Responsibilities: Drama-specific

- Take primary responsibility for all Drama provision at the College, including both examined and non-examined courses.
- Line-manage all staff within the Drama department and support other staff who may be involved with Drama activities.
- Plan and execute a broad Drama co-curricular programme
- Help facilitate all productions and events in the Julian Slade Theatre, which may include advising other productions and events on lighting and other Drama and theatre matters.
- Hold overall responsibility for technical matters in the Julian Slade Theatre, aspects of which may be delegated to technical staff.
- Hold overall responsibility for Health & Safety in the Julian Slade Theatre, including ensuring all those using the theatre follow safe working practices.
- Liaise with the External Lettings Manager on use of facilities outside of School time.
- Arrange and lead departmental trips, visits, workshops and other events and outreach activities.
- Offer specialised career guidance to students contemplating a future in Drama or related fields.

Responsibilities: Head of Department

- Take responsibility for the curricula of all courses provided by the Drama department, ensuring that they comply with the School's Curriculum Policy, as set out by the Deputy Head (Academic). This typically includes making sure that each course provided by the department has a suitable curriculum and suitable schemes of work laying out learning objectives, suggested activities and key points of assessment, as well as provision for SEN, EAL and HA students when appropriate.
- Take responsibility for departmental tracking, which typically involves maintaining (either directly or by delegation) departmental tracking spreadsheets showing students' baseline and attainment grades, and drawing suitable conclusions and taking actions when necessary based on that data.
- Work with the Deputy Head (Academic) to oversee and develop the physical accommodation of the department.
- Work with the Deputy Head (Academic) and their team to allocate staffing in the department. For routine staffing, this normally takes place during the Lent term for the following academic year.
- Conduct academic quality-assurance processes in the department. This typically involves analysing assessment data each half-term by teaching group and conducting at least one feedback observation and work review with each member of staff in the department each academic year. Full details can be found in the Department Review policy.
- Participate in the Department Review system. As well as the routine QA mentioned above, this involves producing a report each academic year on the strengths and weaknesses of the Department, and its examination performance, and attending a meeting with the Deputy Head (Academic) and Headmaster to talk through the same.
- Attend line-management meetings with your SLT line-manager on a regular basis.
- Attend meetings of all HODs (the *Academic Committee*) when called by the Deputy Head, Academic.
- Lead departmental activities on CPD Days.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.



Prior Park College

JD reviewed February 2024 by Deputy Head, Academic

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none">• Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent.• A relevant undergraduate degree in Drama or a related discipline.	<ul style="list-style-type: none">• 2:1 or above
Experience	<ul style="list-style-type: none">• Already a confident, highly effective Drama practitioner.• Experience of delivering Drama at Key Stage 3, 4 and 5.• A proven record of successful delivery of co-curricular Drama activities.	Relevant professional experience including outside of education. Existing leadership experience.
Knowledge	<ul style="list-style-type: none">• Good working knowledge of Drama of Drama, theatre practitioners and current curriculum texts.• Some understanding of technical theatre, which might include lighting, sound, or set and costume operations.	Knowledge of the current Edexcel GCSE & A-Level specifications. Knowledge of film and editing operations.
Skills and competences	<ul style="list-style-type: none">• Excellent written communication skills with the ability to produce high quality documentation• A good sense of humour• Excellent level of interpersonal skills to enable liaison with staff and external organisations• Excellent organisational skills, able to work to strict and often conflicting deadlines• An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships• A flexible attitude towards duties and working patterns to fulfil the requirements of the role	An impeccable eye for detail, especially in short, medium and long-term planning and scheduling. Skilled in use of current enterprise IT systems, including Microsoft 365. Familiarity with School MIS systems (including iSAMS).



Prior Park College

Compliance statements

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Smoking, including e-cigarettes or vaping, is not permitted anywhere onsite at Prior Park College.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.