



King's High School



THE SUNDAY TIMES  
**SCHOOLS  
GUIDE  
2019**  
WEST MIDLANDS  
INDEPENDENT  
SECONDARY  
SCHOOL  
OF THE YEAR

SHORTLISTED  
INDEPENDENT  
SCHOOLS OF  
THE YEAR 2020  
Education Media Group

TATLER  
SCHOOLS GUIDE 2020  
King's High  
School

# Information for Applicants

**Drama Graduate**  
September 2022 (one year contract)

## A Message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

**Dr Burley**  
**Head Master**



# The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 780 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our pupils.

We value friendship, social responsibility, intellectual curiosity and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our pupils to grow into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th Year, the school moved into its stunning new home on the Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School.

King's High School was shortlisted for Independent Girls' School of the Year 2020 and has further recently received the accolade of becoming a Tatler school.

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)



Warwick Independent Schools Foundation comprises two schools: King's High with Warwick Preparatory School, and Warwick School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

# The Department

Reporting to the Director of Drama, the Drama Graduate will make a significant contribution to the Drama and LAMDA departments.

Drama is an exceptionally popular subject at King's with all students in Key Stage 3 (Years 7-9) having drama lessons which focus on role play, improvisation, movement, script analysis and storytelling. Students develop not only their performance understanding and knowledge but also develop their self-confidence, independent thinking and collaborative skills.

Students can then continue their studies at both GCSE and A level, where results are excellent. A level is taught jointly with Warwick School's drama department.

The department runs workshops, masterclasses and clubs at lunchtime and works collaboratively with other theatre groups.

All students get the opportunity to perform whether that is in a "Play in a day" or in Junior, Middle School and Senior School productions alongside the curriculum exam performances.

The department also run trips to the theatre and have taken overseas trips most recently to New York, which was run jointly with Warwick School.

The LAMDA Department support the Drama Department and have over 180 students taking weekly lessons in acting, verse and prose and public speaking. Examination success is exceptional and students put on a showcase production yearly.

The Department has excellent facilities with two large performance studios – the black box Drama Studio with a professional technical rig and the Studio, both with sprung floors. In addition, the department also have access to the King's Hall, Warwick Hall and the professional performance space of the Bridge House Theatre.



# The Role

Reporting to the Director of Drama, the Drama Graduate Assistant will make a significant contribution to the academic and co-curricular life of the school. This will include some after school hours and occasional Saturday and Sunday events.

## Duties

- Lead and assist with running lunchtime clubs, after school activities and supervision
- Provide support on key productions including design and directing
- Promote the general progress and well-being of individual pupils, and groups of pupils
- Provide administrative support to the Drama and LAMDA departments as required
- Assist with performances, examination pieces, open mornings, taster mornings, trips and tours as required
- Run and facilitate student-led projects resulting in showcase events
- Run in liaison with the Drama and English Department staff a programme of theatre and cultural visits
- To lead and develop the Inspire Drama Programme for students and Drama Scholars to including external speakers and masterclasses
- Under the direction of teachers within the department, assist with preparing of lessons and report on the development, progress and attainment of pupils
- Develop links and connections with relevant partners, including agents, to celebrate and showcase the theatrical talent at the school
- Work with colleagues across the Foundation Schools to develop new and exciting theatrical opportunities
- Help with technical support as required in class or productions
- Follow the agreed policies in the Departmental Handbook
- Be responsible for displays within the Drama department
- Support House Drama events



## Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere

## Meetings

Participating, as required, in meetings at the school that relate to the curriculum or the administration or the organisation of Drama and LAMDA.

# Further Details

**The Employer** is the Warwick Independent Schools Foundation.

## Salary

This is a one-year position and the Warwick Independent Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience.

## Benefits for Staff

- Complementary lunch and refreshments.
- Free parking
- Use of the Sports Complex for staff
- A strong, supportive staff community

## Pension

Applicants will automatically be enrolled into the NEST Pension scheme.

## Child Protection

The School's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Safeguarding

All staff are required to:

1. Adhere to the School Policy on safeguarding and undertake training as required;
2. Ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Appointment Method

Interview and workshop session

## Appointment Timetable

### 21 March (12 noon)

Deadline for submission of applications (on the standard application form)

### ASAP thereafter

Notification of outcome to short-listed candidates

## The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs Sarah Norton (Head's PA) [s.norton@kingshighwarwick.co.uk](mailto:s.norton@kingshighwarwick.co.uk)

## Enclosures

- Application Form
- Job Description
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement

# Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A highly qualified graduate in a subject linked to Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications at a higher level linked to the performing arts</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Copies of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Be a skilled actor, facilitator or director and/or be able to offer other skills within the realm of performing arts</li> <li>• Ability to work creatively with young people from KS3 – Sixth Form</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students as either a performer or a coach/mentor</li> <li>• Experience of teaching/directing students with significant success</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, in clear English, with colleagues, pupils and parents</li> <li>• Good IT and administrative skills including Word, Excel, Teams</li> <li>• Effective behaviour management strategies</li> <li>• Ability to prioritise and make decisions</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to enhance the co-curricular opportunities for the pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in design for productions, use of technical equipment, stage management experience</li> <li>• IT skills with creative applications associated with the arts industry e.g. Photoshop, Indesign, Qlab etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Subject knowledge of the highest order</li> <li>• Understanding of the factors that influence girls' learning</li> <li>• Genuine interest in the craft of teaching and working within an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the collaborative and supportive nature of the performing arts</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

<b>Personal competencies and qualities</b>	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> <li>• Commitment to high standards and achievement and to raising these standards</li> <li>• Commitment to own professional development</li> <li>• Support for school aims and policies</li> <li>• Commitment to extracurricular activities, school life and events</li> <li>• Ability to prioritise, organise self and work independently</li> <li>• Ability to listen</li> <li>• Ability to work in a team</li> <li>• Ability to be positive and enthusiastic</li> <li>• Ability to cope with pressure/workload</li> <li>• Tact and discretion, loyalty, initiative, flexibility</li> <li>• Adaptability, confident and dependable</li> <li>• Soundness of judgement</li> <li>• Time management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels</li> <li>• Creates good rapport with staff, parents and pupils</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies</li> <li>• A willingness to adhere to the school’s policy on safeguarding and to undertake training as required</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> <li>• Successful DBS Clearance</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>		



King's High School  
Warwick Preparatory School

King's High School  
Banbury Road, Warwick CV34 6YE  
01926 494485  
[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

Warwick Preparatory School  
Banbury Road, Warwick CV34 6PL  
01926 491545  
[www.warwickprep.com](http://www.warwickprep.com)