

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Head of Drama

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Closing Date for Applications	Midday Friday 17th January 2025
Interviews Week Commencing	w/c 20th January 2025

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Head of Drama at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking to appoint an engaging, inspirational and experienced teacher to lead the Drama Department at the Senior School. Whilst we are keen to make an appointment for April 2025, a September start might be possible for the right candidate. Drama is a popular option with our pupils and this post represents an opportunity to take our provision to the next level. The post-holder will build upon the fine reputation of Drama at the College and be responsible for developing a national reputation for excellence.

A willingness to make a full contribution to life in this busy boarding school is essential. We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.**

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**



## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications shall be received no later than Midday Friday 17th January 2025. You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Deputy Head (Co-Curricular) & Deputy Head (Academic)

## Job Location

Framlingham College Senior School

# Job Description

## JOB PURPOSE

The Post Holder will:

- Lead, co-ordinate, promote and develop College Drama from 13 to 18, ensuring high quality and depth of provision in both performance and academic Drama.
- Maintain a vibrant, innovative, forward-looking approach to Drama throughout the College.
- Create a sense of purpose and pride in College Drama.
- Play a leading role in the College's Artsmark journey, identifying new projects and opportunities for Arts & Culture.
- Promote the local and national profile of Drama at the College through participation in ambitious performance, festival and competition opportunities.

## LINE MANAGEMENT

The Post Holder will:

- Line manage Drama teachers and peripatetic LAMDA teachers.
- Represent the department on the Arts & Culture Steering Group, the Co-curricular Committee & at Heads of Department Meetings.
- Meet regularly with the department to discuss curricular and co-curricular matters.
- Liaise regularly with other co-curricular co-ordinators regarding whole school issues.
- Maintain regular communication with the Head of Catering and Events.

## KEY RESPONSIBILITIES

### 1) Staff

The Post Holder will:

- Help support non-specialist teachers in embracing a more Arts-based approach to their teaching and activities.
- Assist in the recruitment of Drama Department staff at the College.
- Produce and direct Senior School productions through the course of the year.
- Be responsible for the recruitment and selection of LAMDA Peripatetic Teachers in line with the College's Recruitment Policy.
- Monitor and evaluate the quality and effectiveness of all teaching and tuition in the department, using informal lesson observations and the PR&D process.
- Identify strategies to support consistency of practice and quality of provision across both sites.



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- Liaise with the SENCO to develop strategies for aiding teaching and learning for pupils with Special Educational Needs.
- Deliver or organise INSET opportunities for members of the Drama department including peripatetic staff as appropriate, and to evaluate their effectiveness.
- Delegate tasks and responsibilities in a way which makes optimum use of staff experience and expertise, both within the department and the wider Common Room.
- Provide development opportunities for all staff.

## 2. Pupils

The Post Holder will:

- Ensure a smooth transition for pupils moving from FCPS to FCSS through involvement in curriculum planning and co-curricular offering.
- Identify inspiring and challenging opportunities for pupils, both internally and externally.
- Be responsible for maintaining pupil discipline in the department, including supporting peripatetic staff, in line with the College's rewards and sanctions policy.
- Play a leading role in the assessment and allocation of Drama Scholarships 11+, 13+ & 16+.
- Identify exceptionally able Drama pupils including Drama Scholars.
- Plan and orchestrate a Drama Scholars' Programme which identifies individual needs, sets and reviews targets, stretches and challenges, inspires and motivates all Drama Scholars.
- Encourage pupils (and staff) at the College to support all-manner of internal and external Dramatic performances.
- Offer advice and guidance to pupils, parents, Tutors and HMs with regards to UCAS applications, as appropriate.

## 3. Administration

The Post Holder will:

- Manage all departmental resources effectively including staff, equipment, studios, and Theatre.
- Co-ordinate the production of the College Drama Department Handbook, and implement, and review its policies and documentation.
- Take responsibility for timetable planning and implementation.
- Maintain effective and appropriate communication with the Principal, staff, pupils and all stakeholders as appropriate.
- Oversee all Risk Assessments and 'Out of School Visit Forms' for Drama trips, events and excursions, in line with the College's Health and Safety policies.
- Publish details of Drama related co-curricular activities in liaison with the Activities Co-ordinator.
- Take overall responsibility for the submission of suitable departmental materials for marketing purposes.
- Take responsibility for the Department Development Plan and its implementation.
- Manage all department finances efficiently and transparently.
- Adhere to the College Health and Safety requirements and Inspection process.
- Chair and produce the agenda for effective department meetings at least once per term, and ensure minutes are taken, stored and circulated, as appropriate.

## 4. Outreach

The Post Holder will:

- Liaise with the Prep School and with our feeder schools to ensure a smooth transition to the Senior School and to oversee pupil phases of Drama progression.
- Invite pupils from other schools to College high-profile Drama events, as well as encouraging participation in performances.
- Develop a sustainable Outreach and Partnerships programme, in conjunction with the Director of Marketing and Communications.



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### **CONDITIONS OF SERVICE**

The Post Holder will:

- Liaise with the Prep School and with our feeder schools to ensure a smooth transition to the Senior School and to oversee pupil phases of Drama progression.
- Invite pupils from other schools to College high-profile Drama events, as well as encouraging participation in performances.
- Develop a sustainable Outreach and Partnerships programme, in conjunction with the Director of Marketing and Communications.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. 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 or children in the school they must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Qualifications relevant to the post	E
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## PROFESSIONAL COMPETENCIES AND SKILLS

Possessing excellent and effective classroom management skills	E
An inspirational teacher	E
A high level of IT Literacy	E
Relevant and recent INSET	E

## PERSONAL EXPERIENCE

Ability to teach Drama and Theatre to GCSE and A Level	E
Knowledge of current curriculum developments	E
Understanding of importance of maintaining appropriate documentation	E
Involvement with whole school curriculum development	D
Experience of managing change and improvement	D
Experience of managing budgets	D

## PERSONAL ATTRIBUTES

A passion for teaching	E
Good interpersonal skills	E
Ability to lead, motivate and manage others	E
Effective organisational and management skills	E

Ability to prioritise, plan, monitor and evaluate	E
Enthusiasm for being involved in the life of a busy boarding school	E
Motivation to take the subject and department forward and to introduce initiatives	E

**SAFEGUARDING CHILDREN**

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

**VALUES**

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E

## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

