

JOB DESCRIPTION

Job Title: Drama Assistant
Reports to: Head of Academic Drama / Head of Dance and Performing Arts
Contract: Fixed term, part time, until 31st August 2027

To support within the drama department and particularly with the delivery of a Musical Theatre Club, providing pupils with an enjoyable, inclusive and engaging environment in which to develop their acting, singing and performance skills. The Drama Assistant will work alongside the Head of Academic Drama and Head of Dance and Performing Arts to facilitate rehearsals, performances and related activities, helping to foster creativity, confidence and teamwork amongst pupils.

Specific Responsibilities will include:

- Assist in the planning and delivery of weekly Musical Theatre Club sessions
- Help to create a positive, enthusiastic and inclusive atmosphere that encourages participation from all pupils.
- Provide individual and small-group support to pupils where required.
- Promote good behaviour and engagement during club activities

Safeguarding:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other

- Participate in training and other learning activities as required; and in the Probation / Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager or the Head.

Qualifications and Experience

- Experience of drama, musical theatre, performing arts or a related field.
- Experience working with children or young people.

Knowledge and Skills

- Enthusiasm for drama, theatre and the performing arts.
- Good communication and interpersonal skills.
- Ability to motivate and engage pupils.
- Strong organisational skills and attention to detail.
- Ability to work effectively as part of a team.
- Understanding of safeguarding responsibilities when working with young people.

Personal Attributes

- Positive and enthusiastic approach.
- Reliable and punctual
- Creative and adaptable
- Professional and approachable manner



SALARY AND BENEFITS

Salary and Working Pattern

This is a part time, fixed term contract until 31st August 2027. The Drama Assistant will be expected to typically work 2 hours per week, during term time only. The working pattern will be agreed with the line manager. The salary for this role is £1,012 per annum.

Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.