

Theatre and Drama Graduate Teaching Assistant (GTA)

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role

Job Title: Theatre and Drama GTA

Department: Drama

Location: De Parys Avenue, Bedford

Reporting Line: Head of Academic Drama

Hours: 37 hours per week term-time (including weekends) when the School is in session. The successful candidate will be willing to contribute fully to the life of the School including weekend commitments.

Role Summary:

The Theatre and Drama Graduate Assistant will work closely with the Drama Department to support all aspects of drama and theatre at Bedford School, primarily focusing on co-curricular activities, pupil support, and production coordination. This is a non-teaching role, ideal for a graduate who is passionate about theatre and drama, with excellent organisational skills and a proactive approach. The successful candidate will contribute to the vibrant culture of drama at the school by leading clubs and societies, supporting pupil preparations for GCSE and A-level assessments, coordinating productions, and managing practical aspects such as costumes and props. The role also involves wider school responsibilities, including boarding house duties and tutor and administrative support.

This position offers a unique opportunity to gain valuable experience in a leading independent school while living on-site and contributing fully to the life of the boarding school community.

Other benefits: Shared accommodation on the school estate plus meals in the school's dining halls during term time, for the period of employment only. Assistance with professional CPD.

Contract: This is a fixed term contract from 1 September 2026 – 2 July 2027.

Main duties and responsibilities

Main Duties and Responsibilities

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. You are expected to act in accordance with the aims, policies and administrative procedures of the School.

Drama Department Responsibilities

- Clubs and Societies: Confidently lead and coordinate drama-related clubs and societies, fostering pupils' enthusiasm and creativity.
- Pupil Support: Provide individual and group support to GCSE and A-level pupils during practical exam preparations, including rehearsals, performance coaching, and offering constructive feedback.
- Productions: Lead on EPQ productions and small-scale performances, while assisting in the organisation and delivery of larger productions, taking a leading role in specific aspects as directed.
- Costumes and Props: Take a leading role in sourcing, organising, and managing costumes and props for all internal school productions, working under the guidance of senior staff.
- Rehearsals and Show Support: Assist with rehearsal schedules, backstage support, and front-of-house duties as required.
- Trips and Workshops: Provide administrative support for organising trips, workshops, and visits to theatres or related events.
- Administrative Duties: Support administrative tasks related to the Drama Department, including communications, schedules, and record-keeping.

Boarding and Wider School Responsibilities

- Boarding Support: Act as a boarding tutor within the boarding community, participating in evening duties, including one evening per week, to provide pastoral care and support the smooth running of the boarding environment.
- Contribute to the Games and co-curricular programme, supporting the delivery of sessions in line with your skills and experience, and promoting participation, development, and enjoyment across all pupils.
- Pastoral Engagement: Build positive relationships with pupils, acting as a mentor and role model in both academic and boarding contexts.
- Library Supervision: Provide general supervision in the library during allocated times, ensuring a calm and productive environment for pupils.
- School Events: Take an active role in school events and activities, contributing to the broader life of the school.

Pastoral Care and Professional Standards

- Be fully conversant with, and apply, the School's safeguarding and child protection policy and all related issues
- Promote good attendance and monitoring it in accordance with School policy
- Promote the general progress and well-being of pupils in your care
- Contribute to the supervision of boys at recreation and mealtimes
- Support the aims and ethos of the School
- Treat all members of the School community with respect and consideration
- Treat all boys fairly, consistently and without prejudice
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance
- Take responsibility for matters relating to health and safety

- | | |
|--|--|
| | <ul style="list-style-type: none">• Maintaining confidentiality at all times in respect of school-related matters• Undertaking other duties as reasonably requested by the Head of Academic Drama or other senior staff |
|--|--|

This job description is not exhaustive, and the job holder may also be expected to undertake such other comparable duties as may be required from time to time. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.

Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> A good honours degree or relevant technical qualifications/experience in Theatre, Drama, Performing Arts, or a related field. 	<ul style="list-style-type: none"> An interest in engaging with different approaches to theatre and performance, with an openness to developing this knowledge through the role. Some experience in staging, lighting, and sound is advantageous. 	<i>Application form and relevant certificates or references</i>
Experience	<ul style="list-style-type: none"> Previous experience of directing or producing performances, either in education or other settings. Previous experience working with young people (e.g., in an educational, workshop, or mentoring capacity). 	<ul style="list-style-type: none"> Some experience in directing or supporting productions across a range of genres, gained through education, volunteering, or similar settings. 	<i>Application form and references</i>
Skills	<ul style="list-style-type: none"> Strong organisational skills and attention to detail. Confidence in leading clubs, societies, and small-scale productions, with the ability to inspire and manage groups of pupils. Confidence in problem-solving, with the ability to respond tactfully and effectively to challenges. Resilience and adaptability to handle changing priorities in a dynamic school environment. 	<ul style="list-style-type: none"> Ability to manage technical aspects of productions, including staging, lighting, and sound. Experience in producing or assisting with theatrical productions in educational or community settings. Strong leadership skills with the potential to develop further through professional experience. Experience in resolving practical issues in production 	<i>Application form and references</i>

	<ul style="list-style-type: none"> • The ability to inspire and motivate pupils, fostering a passion for drama and theatre. • A team player with excellent interpersonal and communication skills. • Flexible, adaptable, and proactive in responding to the needs of the department and the school. 	<p>or administrative tasks with creativity and efficiency.</p>	
--	---	--	--