



ALDENHAM
SCHOOL

Trainee Drama Teacher





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation is led by the Head of Foundation who is also Head of the Senior School.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3-11 yrs) on the Aldenham Campus.

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

ALDENHAM

School Aims

Aldenham School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- Attentive and committed learning and teaching
- Wide opportunities for participation and experience beyond the academic curriculum
- The highest standards of pastoral care
- The development of every individual child to realise and exceed their potential
- The development of personal qualities in its pupils which will enable them to be widely admired beyond the school itself
- A sense of community in which pupils, staff, parents and governors can take pride and be valued

OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our pupils. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Economics and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.

Trainee Drama Teacher

Reports to: Director of Drama

Summary and main purpose:

The Drama Department is a thriving, creative and highly regarded area of the school, attracting students across all age groups and maintaining an impressive record of academic achievement and co-curricular success. Creativity, commitment and confidence underpin everything we do, and the department offers a stimulating environment in which both students and staff can thrive.

This role provides an exceptional opportunity for a recent graduate in Drama, Theatre Studies or Performing Arts to embark on a structured two-year training programme. Our Graduate Teacher Apprentice pathway blends hands-on classroom experience, involvement in high quality theatre productions, pastoral exposure, and professional development. The postholder will work alongside experienced teachers, theatre technicians and educational mentors, gaining the skills and knowledge required to progress into formal teacher training.

The postholder will gain:

- First-hand experience delivering high-quality Drama lessons.
- Opportunities to contribute to ambitious, high-production-value school theatre performances.
- The chance to inspire and support students academically, creatively and personally.
- Mentorship from experienced Drama specialists and technical theatre staff.
- A structured route into teaching through the PGCE and QTS programme.

This role is ideal for a graduate seeking full immersion in school life, passionate about Drama education, performance, creativity and pupil development.

Progression Pathway

This is a two-year fixed term contract:

Year 1 – Graduate Experience: A fully immersive year working within the Drama Department, gaining experience in teaching a reduced timetable, providing classroom support, theatrical production, technical theatre, and wider school involvement. Teaching practice may range from KS2-KS5.

Year 2 – PGCE Training: As a graduate teacher trainee, the postholder will complete a PGCE course with the University of Buckingham, leading to Qualified Teacher Status (QTS) During the training year, they will teach a reduced timetable whilst benefitting from comprehensive mentoring and support from experienced staff. You will also have the opportunity to undertake teaching placements within a different school setting.

Completion of this two-year programme provides a strong foundation for entry into the teaching profession, though a permanent teaching position is not guaranteed.



The key tasks of the role are:

Departmental Support & Classroom Experience (Year 1 & 2)

- Assist in planning innovative lessons which are taught with expertise, enthusiasm and show outstanding subject knowledge (of drama styles, history, theatre making and scripts).
- Be committed to directing/devising/evaluating theatre with confidence, referencing the purpose of theatre today.
- Support the delivery of high-quality Drama lessons across Key Stages, using a mix of practical, theoretical and performance-based approaches.
- Work with students on devised and scripted work, character development, directing and performance techniques.
- Provide 1:1 or small-group academic support, including helping with written coursework and exam preparation.
- Teach a reduced timetable (approx. 70-80%) in Year 1 progressing to a fuller teaching timetable (approx. 80-90%) during the PGCE year
- Support assessment activities by helping track student progress, providing feedback and contributing to reporting where appropriate.
- Monitoring and evaluating progress through marking of classwork, assessments and exams.
- Commit to regular evening and weekend rehearsals in-particular during the lead-up to practical exams or production. This often consists of two evening a week and weekend rehearsals.
- Provide classroom cover and general departmental support when required.

Co-Curricular and Production Involvement

The department has a strong tradition of high-production-value performances with conceptually rich staging and creative innovation. Responsibilities include:

- Supporting or leading aspects of school productions, including stage management, choreography support, directing scenes or assisting directors
- Supporting technical theatre elements such as lighting, sound, costume, set design, and props. An area of technical expertise is welcomed.
- Running or supporting lunchtime and after-school Drama clubs, enrichment sessions, rehearsals or co-curricular activities.
- Assisting with trips to the West End or similar experiences.
- Contributing creatively to the cultural and artistic life of the school.

Administrative & Wider School Duties

- Assisting with scheduling rehearsals, room bookings, communication with students and parents, and managing departmental notices.
- Supporting Open Days, Visitation Days and whole-school events.
- Helping maintain a safe, tidy and well-organised environment in Drama spaces.
- Completing routine administrative tasks, record-keeping, email communication and resource organisation.
- Participating in staff duties, pastoral work and supporting daily school routines.
- Contributing to the wider co-curricular programme across the school.
- Play an active role in tutor time, promoting pupil wellbeing, engagement, and readiness for learning.

Person Specification

Qualifications	Essential	Desirable
Degree in Drama, Theatre Studies, Performing Arts or related field	✓	
Additional certification or qualifications		✓
Experience	Essential	Desirable
Experience in acting, directing, coaching, or workshop leading		✓
Technical theatre skills (lighting, sound, set, or costume design)		✓
Experience working in a school or youth theatre environment		✓
Interest in contributing to extended school life and trips		✓
Skills & Attributes	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Strong organisational and time-management skills	✓	
Commitment to continuous professional development	✓	
Commitment to staying updated with best practice	✓	
Ability to work, independently and collaboratively within a team	✓	
Confidence and enthusiasm for working with young people	✓	
Strong subject knowledge and creative flair	✓	
Commitment to safeguarding and promoting student welfare	✓	
Willingness to contribute to all areas of school life	✓	
Personal Attributes	Essential	Desirable
Flexible approach and willingness to adapt to changing environment	✓	
Professional demeanor and high ethical standards	✓	
Willingness to learn and improve process	✓	
Approachable personality	✓	
Self-driven, adaptable and ability to use initiative in situation	✓	
Cultural sensitivity and awareness	✓	
Collaborative and team-oriented mindset	✓	
Approachable and supportive attitude	✓	



BACKGROUND TO

Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website www.aldenham.com.



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

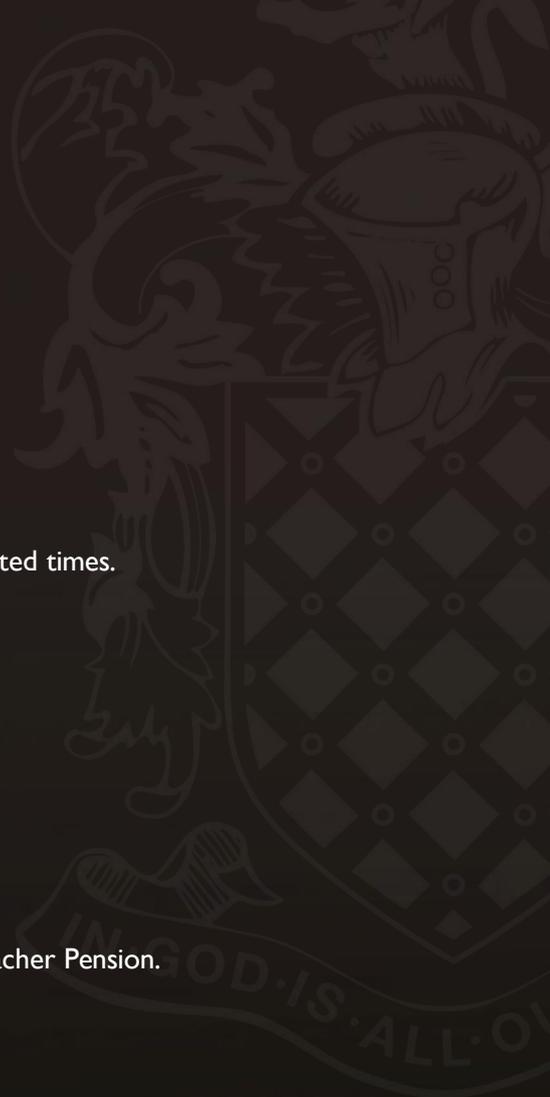
Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.
- Employee Assistance Programme.
- Pension – all teaching staff members are currently eligible to join the Teacher Pension.
- Subsidised Health Care Scheme – after a qualifying period.
- Fee remission.
- Accommodation available.
- Surface Pro to assist with teaching.





ALDENHAM

SCHOOL

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PART OF THE ALDENHAM FOUNDATION

