

Warwick Schools Foundation

Information for Applicants

Job Title Saturday School Drama Tutor

To start January 2027

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Drama Tutor, Saturday School.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Drama Tutor, for Saturday School.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



Warwick Schools Foundation

About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

www.warwickschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwickschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Warwick Schools Foundation

Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

‘To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.’

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to Director of Innovation and Partnerships.







Warwick Schools Foundation

Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resouce Centre, a modern and completely refurbished gym and a beautiful garden.





Job Description

Post Title:
Saturday School Drama Tutor

Hours of Work:
Saturday morning (4 hours)

Salary range
£34.01 per hour

Location
King's High School

Start Date
January 2027

Reporting Lines
The post holder will report to the Director of Innovation and Partnerships

Purpose of this Job Description
The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.
King's Saturday School is an initiative designed to support Year 5 pupils from local primary schools in developing key skills in Maths, English and Drama. The programme runs on Saturday mornings during term time throughout the academic year. Pupils participate in a structured timetable of Maths, English and Drama sessions, which are designed to be engaging, inclusive and interactive. Through high-quality teaching, the programme aims to strengthen pupils' core skills and build their confidence in learning.

Responsibilities

- Plan and deliver engaging, creative and inclusive Drama sessions
- Ensure that the highest standards of teaching, learning and participation are maintained
- Demonstrate outstanding subject knowledge and an understanding of how drama can support pupils' confidence, communication skills, creativity and personal development
- Set high expectations which inspire, motivate and challenge pupils
- Create a positive, supportive and inclusive environment in which all pupils feel confident to contribute, perform and express themselves
- Ensure reliable and timely feedback during each session, both orally and through accurate marking of their work where appropriate
- Be responsible for pupils' progress and welfare within the teaching session
- Manage pupil behaviour effectively to ensure a good and safe learning environment
- Assess the development, progress and attainment of pupils and use this to plan for future sessions
- Report on the progress of pupils through informal feedback to each primary school as required
- Communicate and co-operate with persons or bodies outside of the school
- Undertake such training as may be reasonably required by the School to adapt to the changing requirements of the School or as may be necessary to fulfil the School's statutory or regulatory obligations
- Promote and safeguard the welfare of all children and young persons

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons
In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.
All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety
As an employee you are expected to:

1.Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential	Desirable
Qualifications	• Completed a broad education to A level or equivalent • GCSE Grace C (or above in English Language and Mathematics (or equivalent) • A professional qualification in counselling or equivalent	• Further therapeutic training or qualification in working with children and young people • Degree relating to pastoral work e.g. psychology
Experience/Knowledge	• Experience of working to support emotional and mental health • Previous experience within an office environment • An understanding of the developmental, emotional, social and educational issues of children and young people with particular reference to students. Understanding of the factors that influence students' behaviour. • Knowledge of how to manage different pastoral situations.	• Experience of handling pastoral issues in school • Experience of being involved in a teaching environment • Experience of supporting academic issues • Experience of dealing with parental telephone calls • Knowledge of school environments and in particular all students.
Skills/Abilities	• Ability to communicate effectively with colleagues, students and parents and other external agencies/people • Strong skills of evaluation • Accuracy of written English • Ability to prioritise and make decisions • Excellent time management and organisational skills • Ability to work independently and use initiative • Ability to work under pressure • Flexibility to work with a developing organisation • Ability to work with change • Proficiency in ICT	

Person Specification

Personal attributes	A wholly professional attitude to include: • A personal interest, enthusiasm and energy when dealing with students • An ability to empathise • To enjoy working on a one to one basis with individual students • A patient and kind manner • Commitment to high standards and achievement and to raising these standards • Commitment to own professional development • Commitment to school life and events • Support for school aims and policies • Ability to be positive • Ability to cope with pressure/workload • Tact and discretion • Loyalty • Initiative • Confidence • Dependability • Soundness of judgement • Time management • Ability to make decisions • Ability to prioritise • Ability to organise self • Ability to listen • Ability to work in a team	
Safeguarding Children, Young People and Vulnerable Adults	• Understands their role in the context of safeguarding children, young people, and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	• Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: 4 hours on a Saturday morning

Working weeks: 35.4

Pay Banding: £34.01 per hour

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.

Appointment Method
An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick 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.

Equality, Diversity and Inclusion
The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable
Deadline for submission of applications : Tuesday 1st December, 12noon

Interview date: w/c 7th December

Warwick Schools Foundation

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Schools
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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP