



DANES HILL SCHOOL

DIRECTOR IN RESIDENCE

May 2026



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.



A contemporary prep school for modern families

Thank you for showing an interest in Danes Hill School. At our school, we believe education should open doors, broaden horizons, and inspire young people to discover who they can become. Every member of staff plays a vital role in shaping that journey, and I am delighted that you are exploring the possibility of joining us.

Our vision: **Belonging at heart, brilliance in every child**, guides everything we do. We believe childhood should be joyful, inspiring, and full of possibility. Our contemporary Prep School is designed for modern families, offering a vibrant, inclusive community where every child is celebrated, confident to grow, and encouraged to blend curiosity, kindness, and creativity with academic excellence.

Together with families, we nurture not just bright minds but big hearts. We build strong foundations and happy memories, preparing children not only for the next school but for life. Our aim is to shape kind, confident individuals ready to thrive and make their mark on the world.

This is a school where your ideas will be heard, your expertise valued, and your impact felt. If you are passionate about nurturing potential and committed to continuous improvement, you will find a purposeful and rewarding home here.

Debs and Colin Baty



Our School Values

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

Following careful analysis of feedback, we are proud to share our four school values:

Growth, Passion, Courage, and Respect.

These values reflect the qualities we aim to instil in our pupils, forming a strong foundation for their academic and personal success. Our current focus is on embedding these values into every aspect of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

For our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:



- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

ABOUT THE ROLE

Job title:	Director in Residence (Graduate Assistant – Music and Drama)
Job purpose:	To support and enhance the school’s drama and musical provision by organising, directing and supporting high quality performances for pupils aged 3–13, fostering creativity, confidence and participation in Music, and contributing positively to the wider life of the school.
Reporting to:	Director of Music and Head of Drama
Hours:	Full time – term time only
Required:	September 2026 – August 2027 – one year fixed term contract
Salary:	£24,863 per annum (£29,632 FTE)
Benefits:	Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Training and development support.
Closing Date:	1 st June 2026. Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.

DIRECTOR IN RESIDENCE



Job Specification

Drama, performance and enrichment

- Organising, directing and supporting drama and musical theatre performances for pupils across the school, from Early Years to Year 8.
- Working collaboratively with the Director of Music and Head of Drama to plan concerts and productions that are age appropriate, inclusive and artistically ambitious.
- Supporting musical theatre and music performance through collaboration with music staff, accompanists and ensemble leaders where appropriate.
- Leading rehearsals in a safe, structured and engaging manner, with clear expectations for pupil behaviour and participation.
- Supporting the delivery of curriculum Drama and Music through targeted rehearsal work linked to class teaching in Years 5–8, where appropriate
- Assisting with the coaching of small groups or individuals to develop performance and music skills aligned with curriculum objectives
- Providing occasional practical Drama and Music cover or supervision under the direction of the Head of Department
- Supporting pupil led or small-scale performance projects, showcases or devised work
- Contributing to enrichment opportunities such as drama and /music workshops, playwriting initiatives or theatre making projects
- Encouraging broad pupil involvement, nurturing confidence, creativity and teamwork through performance opportunities, whether on stage or behind the scenes.
- Supporting smaller showcases, ensembles, workshops or clubs alongside larger-scale productions and concerts as directed.
- Assisting with auditions, casting, rehearsal schedules and concert and performance planning.
- Supporting pupils' personal development through positive encouragement, clear feedback and role modelling professional practice
- Collaboration and production support
- Working closely with the Costume & Design Manager to support costume, prop and design requirements for productions.
- Liaising with the Performing Arts Technician to support technical aspects of performances, including lighting, sound and staging.
- Supporting the efficient organisation of rehearsals and performances, including effective communication with staff involved in productions.
- Assisting with the practical and logistical preparation of performance spaces.

Job Specification

Pastoral responsibilities

- Actively engaging in safeguarding practice and promoting the welfare of children in accordance with school policies and statutory guidance.
- Always maintaining appropriate professional boundaries, particularly during rehearsals, performances and any extended days.
- Understanding and complying with procedures relating to confidentiality and data protection.

Other duties

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, always upholding the staff Code of Conduct.
- Maintaining good order and discipline amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Actively engaging in safeguarding practice and health and safety supervision, both in school and on trips.
- Liaising with the Head, Deputy Head Academic, Deputy Head Pastoral and colleagues regarding information concerning the needs and abilities of individual pupils.
- Ensuring equal access to learning for all pupils.
- Undertaking supervisory, cover and invigilation duties as directed.
- Taking a lead role and positive involvement in leading co-curricular activities.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Always complying with relevant school policies and procedures.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Director of Music, Head of Drama, Head or senior colleague may require from time to time.

Person Specification

Qualifications

- A good honours degree in Drama, music, Theatre, Performing Arts, Musical Theatre or a related discipline.

Knowledge

- Strong understanding of drama and performance practice appropriate for children aged 3–13 in drama and music.
- Awareness of safeguarding responsibilities and professional conduct in a school environment.
- Knowledge of inclusive and age-appropriate rehearsal and performance techniques.

Experience

- Experience of directing, assisting or supporting theatrical or musical theatre productions.
- Experience of working with children or young people (desirable).
- Experience of collaborating with technical, design or music colleagues (desirable).

Competencies

- Enthusiasm, creativity and a genuine passion for theatre and performance.
- Ability to build positive, professional relationships with pupils and colleagues.
- Strong organisational skills and the ability to manage rehearsals and competing priorities effectively.
- Clear communication skills, both verbal and written.
- Collaborative and flexible approach to working as part of a performing arts team.
- Energy, resilience and willingness to work flexibly around performances when required.
- Commitment to equality, diversity and inclusion.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2025.

THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

We want all of our pupils to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. With our core values of passion, growth, respect and courage, we develop children who are confident and ambitious. In addition, to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.



Why Work at Danes Hill School?

Location:

Danes Hill offers an exceptional working environment, and when you visit the site you get a proper sense of the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than a 20-minute walk from the Prep School (15 minutes from Bevendean). Car parking is available for all staff, as well as our Cycle to Work scheme.

Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology is provided during induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.

Development:

As a place of education, it's vital to us that we all invest in our learning. A weekly staff meeting and twilight training session takes place on a Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.

Reward:

At Danes Hill, we are committed to ensuring that everyone who works here benefits from fair and transparent pay systems. Our teacher pay scale, introduced in September 2023 following staff consultation, offers a generous core salary along with opportunities to take on additional responsibilities through management allowances. A new pay scale for support staff was also developed and implemented in September 2024.

Benefits:

Generous pension schemes for both Teaching and Support staff. Non-contractual fee remission is given to all staff on a pro rata basis and currently represents up to 50% reduction on full fees, as well as free wraparound care and discounted holiday clubs.

We offer a salary sacrifice scheme for electric vehicles, giving staff the opportunity to lease a brand-new electric car at a reduced cost. This benefit supports our commitment to sustainability while helping employees save on tax and National Insurance contributions.

Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.

Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, including circuit training, running, badminton, football and the staff choir. The Common Room team organises social events and charity fundraisers.



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