



FRANCIS HOLLAND
SLOANE SQUARE



THE SUNDAY TIMES
**SCHOOLS
GUIDE
2023**

INDEPENDENT
SECONDARY
SCHOOL
OF THE YEAR

DRAMA ASSISTANT

January 2026 | Maternity Cover | Term-Time Only

ABOUT THE SCHOOL

Francis Holland Sloane Square is a highly sought-after, independent selective school for 600 senior pupils aged 11 to 18 (HMC and GSA). The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to West End theatres offers us unparalleled access to current players and performances.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form (150 pupils) has moved into a spacious and inspirational building called The Old School House, which forms a bridge to higher education and provides an exciting environment for young people to develop their independence.

Francis Holland Sloane Square is overall a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide additional support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is also offered to the pupils, and all staff contribute to this vibrant and vital dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and our renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all students develop an understanding of social enterprise, with many setting up their own business ventures.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK with outstanding results at [GCSE](#) and [A Level](#). On leaving, after A Levels, students proceed to a wide range of prestigious higher education institutions across the globe. The staffing ratio is generous, and the School has its own attractive salary scale.



Alexandra Haydon
Head



Job Title: Drama Assistant

Reporting To: Director of Drama

Location: Francis Holland School Sloane Square, 39 Graham Terrace, London, SW1W 8JF

Salary: £31,593 fte

Hours of Work & Working Pattern: Term-Time Only, Part-Time, Tuesday-Thursday, 10:00am-6:00pm, occasional evening and weekend work required

PURPOSE OF THE ROLE

To support the practical organisation and delivery of curricular and co-curricular drama. The Drama Assistant will lead a lunchtime drama club, assist with rehearsals and performances, manage departmental resources and provide administrative and production support.

Drama is a thriving and busy department comprised of three drama teachers and a Speech and Drama teacher. All pupils at KS3 are taught drama for one double lesson per week. In years 7-9 pupils follow ambitious schemes of work, designed to teach students a range of theatrical skills, styles and genres. Drama is a popular subject choice, and the department follows the IGCSE specification at GCSE and AQA Drama and Theatre Studies at A-Level. Students thrive in the classroom and enjoy learning in our bespoke Drama Studio. The department benefits from its central London location, regularly taking students to high-quality theatre productions to enrich their learning. The Drama Department offers a varied and extensive co-curricular programme. The department stages a range of performances each year including a whole school production, KS3 play, House Drama competition, enrichment performances, club showcases, as well as GCSE and A-Level pieces.

A key feature of Drama at Francis Holland is our ambitious programme of off-site productions. In addition to performing in our specialist spaces, the department hires professional West End theatres to stage major productions, providing students with exceptional and professional performance opportunities. The department also includes a strong cohort of Drama scholars at 11+ and 16+. The scholar programme offers students an opportunity to develop their craft and explore the industry over the course of their time at Francis Holland. Drama students go on to work in the industry and study at leading Drama schools and university programmes in the UK and abroad.



KEY RESPONSIBILITIES

Drama Clubs and Rehearsals

- Plan and lead a lunchtime drama club within a programme agreed with the Director of Drama.
- Encourage participation, confidence and collaboration among pupils of differing abilities and experience.
- Assist with rehearsals for musicals and plays, including agreed warm-ups, small-group work and consolidation of material directed by teaching staff.
- Maintain registers and follow up attendance in line with school procedures.
- Support the practical organisation of examination performances, including spaces, resources, schedules and recording arrangements under staff direction.

Sets, Props, Costumes and Lesson Resources

- Manage sets, props and costumes, ensuring they are prepared and available for lessons, rehearsals and performances.
- Research and source items through purchase, hire or borrowing, placing approved orders within agreed budgets.
- Coordinate deliveries, collections, loans and returns, maintaining inventories and purchasing records.
- Prepare materials and equipment requested by teachers for drama lessons.
- Attend selected lessons when required to facilitate the use of props, costumes, set pieces or equipment under the class teacher's direction.
- Keep store cupboards, costume and prop storage areas, and drama spaces tidy, organised and accessible.
- Identify damaged or missing resources and arrange repairs or replacements as agreed.

Stage Management and Production Support

- Undertake stage management duties as agreed with the Director of Drama.

- Maintain rehearsal notes, running orders and cue information, and coordinate backstage arrangements.
- Support and supervise student backstage teams.
- Liaise with those responsible for sound and lighting, communicating production requirements, schedules and cue information.
- Assist with technical rehearsals and performances, including backstage and front-of house arrangements.
- Support programmes, cast lists, ticketing and production communications.

Administration, Visitors and Trips

- Prepare and distribute approved emails relating to clubs, rehearsals, performances and events.
- Coordinate room bookings, schedules, registers and departmental records.
- Create posters and other advertising for clubs, auditions and performances.
- Capture authorised photographs and video, following school consent, safeguarding and image-use procedures.
- Supply approved material and departmental updates to the Marketing Department.
- Liaise with visiting practitioners and workshop leaders, coordinating schedules, spaces and resources.
- Support trip planning and organisation, including research, bookings, transport, communications and consent records under staff oversight.

Professional

- Follow school safeguarding, behaviour, confidentiality and health and safety policies.
- Maintain professional boundaries and promote pupil wellbeing.
- Work collaboratively with teaching staff, technicians and other colleagues.
- Attend relevant meetings and undertake other reasonable duties appropriate to the role.

Teaching staff retain responsibility for curriculum teaching, examination assessment and artistic direction.

PERSON SPECIFICATION

Essential Qualifications

- A degree in Drama, Theatre, Performing Arts or a closely related subject.

Knowledge and Skills

- Practical drama skills and the ability to plan and lead engaging activities for young people.
- An understanding of rehearsals, production processes and backstage working.
- Strong organisational skills, attention to detail and the ability to prioritise tasks.
- Resourcefulness in sourcing and organising sets, props, costumes and lesson materials.
- Clear written and verbal communication skills.
- Confidence using Microsoft Office, Outlook and Teams.
- An understanding of professional boundaries and a commitment to following safeguarding procedures.

Personal Attributes

- Approachable and enthusiastic about working with young people.
- Reliable, punctual and able to meet deadlines.
- Proactive and able to work independently within agreed responsibilities.
- Collaborative and responsive to direction.
- Calm and adaptable during busy rehearsal and performance periods.
- Committed to inclusive participation and pupil welfare.
- Available for the agreed working pattern, including occasional weekend rehearsals and later performance finishes.

Desirable

- Experience working with children or young people in a school, youth theatre or similar setting.
- Experience leading drama activities or workshops.
- Experience supporting plays, musicals or performance events.
- Practical stage management experience.
- Experience managing props, costumes, set resources or equipment.
- Experience of event administration, poster design, photography or video recording.

This role would particularly suit a recent graduate seeking practical experience in a school Drama Department.



APPLICATION

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8:00am on Monday 2nd November**. Online longlist interviews will take place **Thursday 5th November**. In-person shortlist interviews will take place **w/c Monday 9th November**. Applications will be considered as they are received. The school reserves the right to appoint at any stage.

We recognise that applicants may use AI tools to help improve the presentation, structure, grammar or clarity of their application. This is entirely acceptable. However, all information provided, including qualifications, experience, achievements and examples, must be accurate, truthful and reflect your own knowledge, skills and experience. We are interested in understanding the real person behind the application, so please ensure that your application genuinely represents you and your capabilities.

Commitment to Diversity

FHS champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves working within the school on a day-to-day basis with regular and frequent opportunity for contact with children and is exempt from the Rehabilitation of Offenders Act, 1974.

FHS

Francis Holland Schools

