JOB DESCRIPTION

JOB TITLE	Graduate Assistant Drama
DEPARTMENT	Drama
SECTION	Co-Curricular
LINE MANAGER	Director of Drama

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

The Drama Assistant will work within Forest School's thriving Drama department to complement a dynamic and busy department, providing pupils with outstanding experiences in the Drama and the Arts. The successful candidate will contribute fully by supporting both the curricular and co-curricular aspects of the department; such as Productions, House Events, Trips, Workshops and Drama Clubs. In addition, a large proportion of this role will be spent providing administrative support to both the teaching and organisational areas of the department. For instance, helping with the coordination of auditions and scholarships, production schedules and departmental communications to key stakeholders. This will also include box office and front of house arrangements.

The successful candidate must enjoy the challenge of a busy, creative working environment and be able to demonstrate excellent organisational, communication and administrative skills combined with a personable, self-motivated, 'can-do' approach. An interest in theatre and the performing arts would be an advantage. For the right candidate, there is scope and opportunity to lead on small scale productions and wider teaching in the curriculum.

KEY RESPONSIBILITIES:

- Provide general administrative support to the Drama department.
- Work closely with the co-curricular administrative department on collaborative events.

- Maintain accurate databases of pupils, lessons, scripts, costumes and departmental resources.
- Create the termly Drama calendar and input all rehearsals, performances, trips and events onto the School Calendar (SOCS), ensuring that room and venue bookings work efficiently.
- Act as a point of contact for drama requests and enquiries from pupils, parents, staff, internal departments and external organisations and triage appropriately amongst the Drama Department.
- Attend weekly departmental and production meetings, take minutes and distribute them once approved.
- Help with organisation of the booking of the theatre, drama studios and rehearsal spaces, ensuring that venues are available and set up for lessons, rehearsals and performances.
- Assist in maintaining an inventory of costumes, props, set and technical equipment, arranging repairs, hires and returns where necessary.

ADDITIONAL RESPONSIBILITIES:

Productions, Performances and Events

- Create and maintain production rehearsal schedules and cast and crew lists in SOCS, notifying parents of rehearsal commitments and production packs.
- Send communications to parents regarding productions, including rehearsal schedules, performance dates and any changes.
- Administer performance rights and script licensing applications and order scripts and resources for productions and the curriculum.
- Provide production of programmes, posters and publicity material in liaison with the Marketing department.
- Help coordinate with Events team on ticketing and the Box Office, including ticket links, the Box Office float, seating plans, front of house arrangements and catering requirements.
- Attend and support evening and weekend performances, Open Days and drama showcases.
- Organise drama workshops, visiting practitioners and theatre companies, and inter-school drama festivals and competitions hosted by the school.

Trips and Visits

- Book theatre tickets and transport for drama trips, liaising with theatres and coach companies alongside the Trips Lead.
- Ensure that all trip paperwork, including risk assessments, parental consent, medical details and tickets, is completed and uploaded to the School's systems within required timescales.
- Notify parents of trip costs and details in liaison with the Director of Drama.

Miscellaneous

- Support with the administration of examinations and coursework, including practical examination scheduling and recordings on file.
- Help admissions and wider department to organise 11+, 13+ and 16+ Drama Award auditions.
- Organise casting auditions for school productions, publishing audition information and cast lists as directed by the Director of Drama.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

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Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

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If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT	
Category	**Details**
Contract Type	Permanent
Working Hours	**Term time hours:** 08:30 – 16:30 Monday – Friday.
Holiday Entitlement	**School Holidays**
Additional Details	• Requirements to work occasional weekends and evenings for school events. • The post holder will be expected to attend Open Morning and all staff InSET and Admissions days. • Support staff are enrolled into a defined contribution scheme. • Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, based on length of service. • Free lunches during term time. • Refreshments available in the Common Room throughout the day. • Discounted membership of the Sylvestrian Leisure Centre. • Assistance obtaining a parking permit. • Employer death in service benefit • Support with extensive CPD opportunities

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