

Graduate Drama Assistant

Full-time, Fixed-Term, Term-Time Only Contract

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

OUTLINE OF POST:

We are seeking to recruit an inspiring Graduate Drama Assistant with expertise in a variety of Drama and theatrical performance disciplines to support an extensive production schedule and help in stretching our keen Drama students as theatre makers.

The role is wide-ranging and varied, providing support to the directors of school shows and stage management, organising and administering the wider theatrical training of the pupils with theatre trips and visits, and working with the pupils in clubs and societies, as well as on casting and mentoring.

The Graduate Drama Assistant will report to the Director of Drama.

MAIN DUTIES AND RESPONSIBILITIES:

Key responsibilities might include:

- Support directors of school productions in the rehearsal room
- Assist with the daily department administration and workshop/production organisation as required.
- Support directors of school productions through administrative tasks such as compiling a rehearsal schedule
- Mentor students in preparation for performance or drama school auditions
- Assist the School with other related drama performance, enrichment and academic work
- Support the department through various administrative tasks
- Undertake any reasonable additional tasks as directed by the Director of Drama, such as assisting in Drama lessons, that support the daily running and balance of the department.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Educated to degree-level or equivalent in relevant subjects i.e. drama, acting, theatre arts, technical theatre etc.
- A keen interest in Drama and Theatre
- Excellent written and verbal communication skills
- Hard-working, reliable, creative, and enthusiastic
- Ability to motivate and encourage pupils to achieve their very best
- Confident to work positively and collaboratively with pupils and staff
- To have a positive attitude towards equal opportunities and excellence for all
- Resilient and adaptable
- Able to work as part of a team and independently without supervision when required
- Ability to plan a scheme of work to support an individual or group
- Able to prioritise your work and adapt when circumstances change, meeting deadlines under pressure
- Excellent administrative and Microsoft Office skills (a good practical knowledge of Word and Excel skills are essential).

Desirable

- Previous experience staging theatrical performances
- Previous experience of working with children aged 10-18 years
- Experience of supporting pupils in an educational environment on a 1:1 and group basis
- A willingness to develop new directing, writing or design skills

FURTHER INFORMATION

STAFF BENEFITS

All our staff benefit from a competitive remuneration package, including:

- Pension Scheme (with Life Assurance cover)
- Access to an Employee discount Club
- Discounted school fees for eligible permanent posts within the Foundation Schools
- Access to our onsite gym (select hours) and swimming pool (as available)
- BUPA membership
- Onsite parking, when available
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a full-time, term-time only, fixed-term contract from September 2026 to July 2027.

The Graduate Drama Assistant will work 40 hours per week. The normal hours are 8.00 am to 5.00 pm with a one-hour unpaid lunch break. At certain times of the academic year, there will be a requirement to work outside of normal working hours to accommodate the support required for school performances. Any change will be mutually agreed in advance and time off in lieu will be given.

The salary for this post will be £23,580 gross pay per annum (as per our term time contract, which is based on a 12-month duration). It is important to note that actual pay will be determined by the start and end date of the contract, for example, beginning in September 2026 until the end of the first week of July 2027 would be 10 months and 1 week of pay.

Additional responsibilities, and the possibilities of further professional development, will be discussed with applicants at interview.

Accommodation will usually be offered, with minimal boarding duties required. Meals are available on-site during term-time.

APPLICATION INFORMATION

We welcome applicants from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 02086889222 or email the Human Resources Department at SchoolHR@whitgift.co.uk

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are “spent” unless they are “protected” under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

March 2026