



King Edward's

W I T L E Y

Job Description – Graduate Assistant and Resident Tutor Drama

Overall Purpose

We are offering a placement for a graduate or equivalent, who may want to gain experience of working in a school environment. This role is an excellent opportunity to gain experience prior to a career in teaching or the theatre industry. A key part of the role is to support the department's extracurricular endeavours, including running Drama and/or Musical Theatre clubs, assisting in raising the visibility of Dance across the school, contributing to school productions through direction, costume and props, and helping to plan and administer theatre trips. Alongside some teaching of lower school groups.

Reporting to: The Director of Drama

Location: King Edward's Witley.

Direct reports: Nil.

Hours of work: Full time, these will vary depending on the needs of the School and are to be negotiated with the successful candidate.

Annual leave: As per school holidays unless otherwise agreed.

Duration of Employment: September 2026 – July 2027

Accommodation: Single accommodation is provided within a boarding house, in addition to all meals during term time. The accommodation, which also has cooking facilities, is available throughout the year.

Terms: Due to the nature of resident tutor roles, as part of this position, accommodation will be provided, including board, and a competitive salary (dependent on age) in return for variable hours and days worked to support events and functions within the school calendar. More hours are likely to be required prior to an event but less at other times. Paid additional residential duties may also be available for the right candidate.

Main Duties and Responsibilities

Graduate Assistant working across the whole school, supporting Drama teaching and learning; leading individual sessions and small groups. Part of the role will include working alongside class teachers to design, develop and deliver exceptional Drama lessons. You will also contribute to the wide range of extracurricular Drama provision after school and in the evenings, and be available to give pastoral support to pupils.

March 2026

- Be an excellent, enthusiastic role model who is keen to pass on their skills and passion for Drama and the performing arts to young people.
- Have experience in at least one key area of Drama or Performing Arts (e.g. acting, directing, stage management, technical theatre, musical theatre, or dance) to a high level, such as university-level training or equivalent.
- Demonstrate an eagerness to support additional performance disciplines as required throughout the year.
- Be prepared to offer additional rehearsal or club support where necessary.
- Assist in the teaching of GCSE and A-Level Drama pupils.
- Be prepared to support school productions, including direction, choreography, movement, stage management, lighting, sound, costume, props, and backstage organisation, including occasional evening or weekend commitments.
- Be able to work effectively with the extended team of staff in the department, assisting as required and giving and receiving advice as necessary.
- Assist with department administration (management and organisation of rehearsals, events, theatre trips, performance schedules, and resources).
- Use ICT in an effective and organised manner for planning, teaching, administration, and communication.
- Live and work within a residential boarding House, including evenings and weekends.
Associated pastoral duties may include assisting in running evening activities, overnight duty for boarders, supervising prep, free time, and lights-out.
- Be prepared to work as a cover assistant as directed by the Deputy Head Co-curriculum and Leadership.
Join in the life of a busy boarding school in areas as directed by the Head.
Accompany school trips and expeditions on occasion, including theatre visits.
Take part in further training courses where opportunities permit.

Person Specification

Essential

- A degree in Drama or Dance, related subject or recognised equivalent
- Enthusiasm and commitment to high quality, inspiring teaching
- Demonstrate and have passion for the subject
- Demonstrated ability to teach or support Drama or Performing Arts to a high standard.
- Experience of volunteering or participating in Drama activities within university, school, college or community settings.
- Demonstrates creative and innovative thinking in developing extracurricular or enrichment opportunities within a school setting.
- Will be willing to contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school
- Excellent verbal, written and numeracy skills.
- Ability to work on own initiative.
- Ability to manage workload and priorities as well as tracking progress on a wide range of tasks.
- Ability to prioritise and work to deadlines with a 'can do' attitude.
- Knowledge of GDPR.
- Excellent interpersonal and communication skills be that written or oral.
- Unflappable and highly flexible, a team player with a good sense of humour.
- An appreciation and dedication to the importance of the safeguarding agenda.

Desirable

- Previous experience of teaching or workshop leading would be an advantage
- Previous experience and/or an understanding of boarding

The Department:

Drama is taught weekly in years 1-3 and is a popular GCSE option subject. In sixth form we offer A level and students achieve above average grades. The department is well resourced with a brand new 70 seat Studio Theatre and the 400 seat Charter Hall, there is also a teaching classroom with a well-stocked subject library.

A large proportion of pupils are entered for LAMDA exams and achieve top grades. We present a range of performances throughout the year; these include showcases of examination work and larger scale school productions and musicals. There are two teachers in the department, supported by a graduate assistant.

The above is not intended to be an exclusive list of tasks and only outlines the primary tasks expected. Any other duties may be expected as appropriate to the post holders grading and ability. This post is subject to an annual performance review.

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----