



DANES HILL SCHOOL

GRADUATE ASSISTANT DRAMA



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.

Leatherhead Road, Oxshott, Surrey KT22 0JG
recruit@daneshill.surrey.sch.uk • daneshillschool.co.uk • 01372 842509



DANES HILL SCHOOL





Thank you so much for your interest in Danes Hill School. I hope that this information pack gives you a sense of what working within our Drama department at Danes Hill School would be like – and the warm and positive school team you will be joining if you are successful in your application.

At Danes Hill, the journey of nurturing young minds extends far beyond the confines of textbooks and classrooms. Co-curricular activities, integrated seamlessly within the school's provision, form the backbone of our holistic learning experience. These activities offer invaluable opportunities for our pupils to explore their passions, to push their boundaries, and develop crucial skills and our values of courage, growth and respect. Whether it's academic enrichment, sport, music, drama, a hobby or a club – all have an important part to play in shaping well-rounded individuals ready to contribute to society.

Danes Hill educates pupils from age 3 through to 13, with early years pupils taught at our Pre Prep, Bevendean, before 'graduating' to the main school when they join Year 2. Our teachers may specialise in a particular key stage or subject, but all work flexibly across the age range. Our primary class teachers bring their own specialisms, but teach across the curriculum according to their skills and experience, and our specialist teachers deliver exciting lessons through the primary years and up to Year 8.

If you are interested in becoming part of our school and making a difference to the education of our young people, please apply without delay. We will be processing applications as they are received, and may close the recruitment ahead of the closing date, if the right candidate has been found.

I very much look forward to hearing from you.

With best regards,

Andrew Murfin, Deputy Head (Organisation & Co-Curricular)

OUR 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.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus is now on embedding them into the fabric 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.

In order 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.

GRADUATE ASSISTANT

Job title: Graduate Teaching Assistant - Drama

Job purpose: To support the teaching of pupils within drama and the performing arts through coaching, mentoring, and developing the passion and aptitude of all children for the subject. To contribute to the education, supervision and engagement of pupils across Danes Hill school as directed, providing a high-quality experience for all children.

Reporting to: Head of Performing Arts

Hours: Full time – 8:00am to 5:30pm, working flexibly according to the needs of the school during term time only (34 weeks a year, but paid across the full 12 months). Support to evening and weekend activities as and when required. Any hours over 42.5 per week paid additionally.

Contract: 1 September 2024 to 31 August 2025

Salary: £20,000 per annum

Benefits: Lunch provided on site during term time. Annual flu jabs, online EAP service and counselling available. Training and development support.

Closing Date: We encourage applications without delay. We will be processing applications as they are received and may interview ahead of the closing date (Monday 13 March at 10am).



JOB DESCRIPTION

CONTRIBUTING TO THE OUTCOMES OF THE DRAMA DEPARTMENT

- Assisting in the backstage rehearsals and management for full scale productions and smaller performances.
- Taking full leadership of all Audio-Visual requirements for the department.
- Liaising with the Art, DT, Costume and Site teams when creating productions.
- Fulfilling the administrative needs of the drama department such as scheduling rehearsals, organising information and communicating to parents as well as staff

SUPPORTING TEACHING AND LEARNING

- Inspiring pupils with a love for learning, and the highest standards and expectations.
- Supporting a cheerful, well-organised and stimulating classroom climate that will motivate pupils to learn, think independently, empathise with others, and perform to the best of their abilities.
- Communicating with pupils to ensure they understand work set by a class teacher, being clear about expectations.
- Providing 1:1 and small group support in class, as directed by the class teacher.
- Creating informative and well-presented classroom displays and noticeboards, celebrating pupil successes.
- Communicating positively with colleagues, parents, and pupils, maintaining high standards and expectations.

CO-CURRICULAR ACTIVITIES

- Preparing for and participating in activities in line with school expectations.
- Assisting with school events or trips, including residential visits.
- Supporting all co-curricular activities as directed, including after school drama clubs, school productions, concerts, parents' evenings, and events.
- Supporting specialist areas according to strengths and needs – including music computing, library, science, grounds.

PASTORAL RESPONSIBILITIES

- Supervising pupils in activities, free time and learning, making each feel included, secure and valued.
- Participating in traffic and bus duties as requested.
- Undertaking pastoral responsibilities as directed
- Maintaining confidentiality and upholding guidance around data protection consistently.

JOB SPECIFICATION CONTINUED.

OTHER DUTIES

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Being a role model by setting high personal standards of dress and appearance, attendance/punctuality, and class discipline/behaviour, always upholding the staff code of conduct.
- Providing administrative support as directed.
- Maintaining good order 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 external visits.
- Undertaking supervisory, cover and invigilation duties as directed.
- Attending all meetings and training relevant to the role, as well as other events as directed.
- Complying with relevant school policies and procedures at all times.
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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 head of department, headteacher or senior colleague may require from time to time.





PERSON SPECIFICATION

QUALIFICATIONS

- Degree or BTEC/relevant A levels in Drama, Theatre Studies or Audio-Visual training, with good academic standards achieved

EXPERIENCE

- Experience with light and sound board operating preferred and a confidence and willingness to train in these aspects of theatre.
- Experience of working with young people or being a leader in a team
- Experience of organising others

COMPETENCIES

- Ability to build effective and professional relationships with pupils, parents and staff
- Ability to communicate confidently and effectively
- Ability to manage time effectively with a positive and flexible attitude to tasks
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate in the life of the school, including co-curricular and pastoral commitments.

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 2023.





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 is 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 the Pre-Prep). 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 of 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 is vital to us that we all invest in our learning. A weekly staff meeting and training session takes place every 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 has the opportunity to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.

REWARD: It is important to us that everyone who works at Danes Hill benefits from fair pay systems. A new pay scale for teachers was introduced in September 2023 after consultation with staff. With a generous core salary, there are also opportunities to take on positions of responsibility for additional management allowances. A new pay scale for support staff is similarly being developed, with implementation in September 2024.

BENEFITS: Generous pension scheme provided by APTIS (Aviva). Non-contractual fee remission is given to all staff on a pro rata basis, and currently represents up to 60% reduction on full fees, as well as free wraparound care and discounted holiday clubs.

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. Our onsite counsellor can provide immediate support and advice, and 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 a range of different activities, including circuit training, running, badminton, football and the staff choir. The Common Room President organises social events and charity fundraisers. Staff are also able to make use of the swimming pool and other sports facilities.



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