



Graduate Assistant – Drama

For those considering a role in teaching or who wish to further develop their professional skills in their field and with students, a Graduate Assistant role at Brentwood School provides a high-quality, supportive environment in which to do so. While this role will be predominantly based in Drama, there will be opportunities to work with our Dance department also.

This role comes with free shared accommodation included in the role and package.

Drama Graduate Assistants contribute to the Drama Co-Curricular programme through participating in activities such as rehearsals and coaching students in Drama skills. Depending on the skill set of the Graduate, they will be able to contribute to and lead in others' Co-Curricular activities, such as Dance, set design and Production Support.

Graduate Assistants support in lesson learning through mentoring/coaching students, leading group work and as their teaching skills progress, they take on team teaching, and then, if desired, they can take on solo teaching.

Graduate Assistants, whilst based in a Senior School department, will spend a portion of their time in the Prep School working with the Prep School Drama, Dance and/or Music Departments. This enables our Graduate Assistants to develop a holistic view of education 3-18.

While this role will be predominantly based in Drama, there will be opportunities to work with our Dance department also.

Graduate Assistants are assigned a tutor group alongside the main tutor in order to develop their pastoral skills and a holistic view of education. Graduate Assistants are assigned to a House so that they can develop their Co-Curricular skills beyond their main area and contribute to the full school life.

The Senior Leadership Team are strongly supportive of Drama and recognises the important role it plays in the life of the whole School community.

Full Time, one year contract.

Term time only (Independent school term time). Plus potentially up to 4 weeks in school holidays as directed by the line manager, which may include residential trips and holiday workshops. Drama Graduate Assistants will also work some weekends and evenings as required for school rehearsals and performances, with time in lieu agreed to compensate.

Head of Drama (Senior School)

Headmaster (Senior School), Deputy Head Staffing, Co-Curricular, Operations (Senior School), Director of Co-Curricular (Senior School), Head of Dance, Head of Music, Professional Coordinating Mentor 3-18, the Head of the Prep School, Deputy Head Co-Curricular and Operations (Prep School), Leaders within the Department, Teachers, Heads of Year, Tutors, Heads of House, Assistant Heads of House.

Drama

Job Purpose

Hours

Report to

Contacts

Department

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Key Responsibilities & Accountabilities

Co-Curricular General

- To model and develop in others the School Values and motto of Virtue, Learning, and Manners.
- To help students develop the attributes set out in the Brentwood Learner Profile.
- To use their skills and talents to support and enhance the Co-Curricular experience in their department.
- To lead Co-Curricular activities in their department as directed by their line-manager or colleague with delegated responsibility..
- Where appropriate, train other staff in aspects of Co-Curricular learning.
- To track student progress and adapt Co-Curricular activities to pose appropriate levels of challenge.
- To support students in reaching high standards in their Co-Curricular area, proactively seek opportunities for obtaining excellence.
- We are looking to expand our technical provision, and a working knowledge of this area is desirable.

Drama Co-Curricular

- To run a series of workshops and masterclasses catering for all year groups.
- To co-direct at least one significant production. Or, if the candidate is a design specialist, to take the lead on the aesthetic production of all major productions.
- To direct a number of smaller productions.
- To oversee audition and interview training for students looking to join external agencies, specifically the National Youth Theatre, and for those who wish to study Drama and Theatre as a vocation after their time at the School.
- To work in a production capacity on all productions.
- To establish meaningful links with a range of external institutions.
- To be proactive in suggesting and leading on new initiatives to further grow the department and the Performing Arts faculty as a whole.

Classroom

- To be an effective assistant to the main classroom teacher.
- To be receptive to mentoring, collaborative planning and feedback by experienced staff.
- To plan and prepare interesting and engaging lesson activities.
- To maintain an orderly, positive and purposeful classroom atmosphere.
- To make a contribution to departmental schemes of work.
- To contribute to assessing, recording and reporting on the development, progress and attainment of students
- To help develop students as independent learners

Cover and Duties

- Graduate Assistants are typically assigned one period of cover a day.
- Graduate Assistants undertake at least one break duty and one lunch duty a week.

Others

- To be proactive in their own professional development
- To attend induction and CPD sessions as set out by the Professional Coordinating Mentor 3-18
- To support the pastoral activities in their assigned tutor group
- To support the Co-Curricular activities in their assigned House
- To promote the general progress and well-being of individual students and of any assigned group of students.
- To safeguard the general health and safety of students.
- To communicate and consult with parents and any relevant outside bodies or agencies.
- To participate in all relevant meetings.
- To undertake supervision and cover duties as required.
- To respond positively to reasonable requests from the line manager and to embrace opportunities and challenges

Personal Specification

- Degree in a related discipline.
- The successful candidate will show a commitment to the success of every student and should possess a willingness to help students outside the normal teaching day.
- They will be a perceptive and reflective practitioner in the classroom, committed to promoting academic excellence and embracing innovative teaching techniques.

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- A dynamic communicator who has a demonstrable enthusiasm for their subject and an ability to inspire and motivate pupils at all stages.
- Able to engage with current educational thinking and of likely future developments in the subject area, and to be aware of the wider relevance of their subject across the curriculum.
- Have an approach to work and collaborating with others that is flexible and enthusiastic.
- The successful candidate will be someone who understands the value of a good humoured and ethical approach to working with others, knowing that the culture we embody is the one we create.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of Drama, Sophie Hermosa

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