



Head of Curricular Drama





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*A reputation to rival any
of its competitors*

Good Schools Guide





Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read [here](#).







Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**



Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.







Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:





Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Vikki Lloyd (Head, Blackheath Prep), the Head, Eltham College Junior School (Rachel Thompson), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.



Our Benefits



Competitive Salary



Eyecare Vouchers



Interest Free Loan for Public Transport Season Tickets



Interest Free Loan for Rent Deposits



Electric Vehicle Salary Sacrifice Scheme

A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



Cycle to Work Salary Sacrifice Scheme

A tax efficient means of funding purchase of a cycle with value up to £2000.



Sport and Fitness

Free membership of the Eric Liddell Sports Centre.



Free Flu Vaccinations

Provided annually, on site.



Access to Employee Assistance Programme

Confidential independent advice and support on a range of financial and legal matters, and counselling support.



Virtual GP Access

Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



Free Lunch and Refreshments

Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



Death in Service Payments

All staff under the age of 70 are eligible to receive this at three times their annual salary.



Fee remission

Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



Annual Leave Entitlement for Support Staff

Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



Excellent Transport Links

Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.



The Role and Person Specification

Job Description

Job Title:	Head of Co-curricular Drama
Hours of Work:	Full Time
Reports to:	Director of Drama

Principal Role

The Head of Co-curricular Drama will work with the Director of Drama, as well as the Deputy Head (Co-curriculum & Partnerships), to deliver the overall strategic vision and planning for the Co-curricular performances in the department. The post holder will be expected to promote and deliver opportunities for Co-curricular performances, in order that drama should not only be the preserve of those taking the subject as an academic subject but offered to all pupils in the School where talent is shown.

The Head of Co-curricular Drama will plan and organise the annual Co-curricular performance programme of drama for the year and, working in collaboration with the Director of Drama, Teacher of Drama, and the Director in Residence. They will lead at least two-three school productions in conjunction with the Drama team (including at least one musical biennially) and a Partnership Project with a local state school, as well as to support House productions and other student led plays throughout the year. They will also line manage the LAMDA Team.

At Eltham College, we seek to employ highly professional teachers with the ability and commitment to enhance the life of an 'all through' school from Year 3 to Year 13, which has a strong academic ethos in the Senior School, and to work effectively and collaboratively in a team dedicated to further developing the College's curriculum. All members of staff are also expected to contribute to the pastoral care of a group of students as a tutor.

Drama routinely has two or three classes in each year group choosing to study the subject at GCSE, and frequently two classes at A level. The post holder will be integral to the teaching of academic drama from Year 7-13, including preparation for further education and will be proficient in the delivery of academic drama. In all things related to academic drama, the post holder will be line managed by the Director of Drama.

Alongside the Director of Drama, Head of Co-curricular Drama, and a full time Drama teacher, there is a strong technical support team, and a Director in Residence. Curricular and co-curricular Drama is also complemented by 4 peripatetic teachers supporting over 200 students in their LAMDA examinations. The department is based in a purpose-built theatre with state-of-the-art sound and lighting systems. The Drama Department performs in the National Theatre Connections Project and at the Edinburgh Fringe and Camden Fringe Festivals.

Main Duties

The expected duties include:

1. Responsibility for strategic vision for Co-curricular Drama, by

- Reviewing existing co-curricular provision to maximise opportunities for excellence and participation, via productions, clubs and societies, and trips.
- Collaborating with Director of Drama to plan an appropriate two-year co-curricular drama calendar that details when notable theatrical events will take place.
- Expanding effective outreach and partnership opportunities, by promoting school drama through events open to those not currently attending the College such as local schools.
- Develop and lead an enrichment programme of excellence for Drama scholars, including trips, workshops, and auditions with the National Youth Theatre.



- Developing performances for the National Theatre Connections Project, Edinburgh Fringe and Camden Fringe Festivals.
 - Collaborating with the Technical Team to develop robust student expertise in technical and design matters and create opportunity to grow and develop a student tech team.
 - Promoting co-curricular Drama, working with the Communications Department.
 - Collaborating with Junior School Head of Drama to maximise transition pathways and opportunities to promote the Family of Schools.
- 2. Responsibility for supporting the staff involved with Co-curricular Drama, including:**
- Providing an effective co-curricular induction programme for new members of the department.
 - Arranging for the observation of rehearsals as a matter of good practice and providing constructive feedback to the staff concerned.
 - Supporting staff to develop into the best professionals that they can be as part of the professional development program.
 - Ensuring that staff are aware of students with learning, medical, social or other difficulties and providing appropriate support including ensuring the implementation of SEND strategies.
 - Managing rehearsal cover when members of the department are absent.
 - Keeping up-to-date with subject developments outside the school including attending CPD, and bringing them to the attention of colleagues.
 - Line managing the LAMDA Coordinator and Wardrobe Department, supporting their professional development, ensuring they are appropriately trained to perform their role.
 - Ensuring effective and inclusive co-curricular communication within the department through weekly (minuted) production meetings.
 - Ensuring that teachers in co-curricular Drama use CPOMS and the school's rewards and sanctions effectively.
- 3. Responsibility for managing the students involved with Co-curricular Drama, including:**
- Fostering high standards and developing student performance, including performance components of exam specifications where relevant.
 - Ensuring effective use of student tracking data using SOCS to maximise participation.
 - Supporting students wishing to attend drama schools following their Eltham education.
 - Supporting time management of pupils heavily involved in co-curricular drama.
 - Responsibility for the administration of Co-curricular Drama, including:
 - Be responsible for the health and safety and risk assessment for drama productions, ensuring that the department is compliant with the School's policies and procedures.
 - Ensure that the Anthony Barnard Theatre and Dance Studio (the School's theatre and studio space) offers a safe environment for both pupils and staff to work in and that all the activities in which the department engages are conducted safely, with full risk assessments being carried out when necessary, and for reporting any deficiencies or concerns appropriately.
 - Coordinating with the Director of Drama to allocate rehearsal space to staff and ensuring that students respect the fabric of the department.
 - Responsible for the Co-curricular Drama budget in collaboration with the Director of Drama.
- 4. Teaching**
- Plan and deliver lessons to a range of classes of different ages and abilities in accordance with the departmental schemes of work.
 - Assess, record and report on the development, progress and attainment of students to ensure students fulfil their potential.
 - Research new topic areas, maintain up-to-date subject knowledge, and devise new resources.
 - Prepare students for qualifications and external examinations.
 - Manage student behaviour and apply appropriate and effective sanctions in line with school policy.
 - Carry out a share of supervision duties in accordance with published rotas.
 - Communicate and consult effectively with parents and carers, as and when necessary, regarding students' achievement and wellbeing.



- Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (ECTs) as required.
- Participate in regular observations and training (INSED) as part of continuing professional development (CPD).
- Assist with cover by taking other classes as and when required and by being available for exam invigilation.
- Participate in departmental meetings, parents' evenings and whole-school training events.
- Participate in Open Days and other marketing and admissions events.
- Be responsible for the health and safety and risk assessment for drama productions, ensuring that the department is compliant with the School's policies and procedures.

Person Specification

Suitable candidates will have:

- Relevant degree and/or equivalent industry experience
- Experience of working with diverse skillsets in Drama
- Experience of leading large co-curricular drama projects
- Excellent administration and interpersonal skills with the ability to inspire both students and teachers
- Be a capable practitioner in the use of IT
- Experience of directing school productions
- Proficient in choreography
- A willingness to be flexible
- A willingness to play a full part in a busy day school
- The ability to think strategically in the context of the long-term development of the department
- Understanding of Independent Schools



Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Eltham College - Tes Jobs](#)

Short-listed candidates will be invited to attend an assessment day on the 8 May 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk

THE SUNDAY TIMES
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2024
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