



# Tormead

SCHOOL



## Candidate Brief

# Director in Residence

PART-TIME, FIXED TERM ONLY

REQUIRED FOR SEPTEMBER 2026 UNTIL AUGUST 2027

Located across two sites in central Guildford, Surrey, the Tormead family is a leading group of schools that includes Tormead Prep (girls aged 4-11), Tormead Senior & Sixth Form (girls aged 11-18) and Rydes Hill Pre-Prep and Nursery School (children aged 2-7). Rydes Hill joined the Tormead family in 2025, with plans to gradually become fully co-educational through to Year 6 by 2030. Tormead has long enjoyed a reputation for providing an excellent education and exceptional pastoral care for girls and we are excited to be able to offer the same outstanding education at our Rydes Hill campus to families looking for co-educational preparatory schooling in the Guildford and wider Surrey area.

Pupils across all three schools benefit from access to the outstanding facilities at Tormead such as a sprung-floor gymnasium, multi-purpose Sports Hall, auditorium and lecture theatre, as well as the newly developed Urnfield Sports Ground (opened September 2025) which boasts state-of-the-art facilities for hockey, cricket, football and athletics. A shuttle bus operates between the Tormead and Rydes Hill campuses to support families with siblings across all three schools and sibling fee discounts are available.

**Tormead** is a 4 to 18 GSA girls' day school on an attractive site in Guildford. Building developments over the past ten years have transformed the School. The original features of the building have been retained within the stunning new developments. Academic standards are consistently high, and the School has more girls applying than it has places for at 11+. A number arrive in Reception and stay through to Sixth Form; others arrive from a large range of state and independent schools at 11+.

Having participated in a dynamic careers programme, Sixth Formers progress to a wide range of courses at established universities, as well as take up prestigious apprenticeships. Our commitment to IT innovation has led us to achieve the status of becoming an Apple Distinguished School.

Tormead values individuality, celebrates a diversity of achievement and encourages girls to follow their own dreams. Girls come to understand the importance of service and community amidst mutual support. Academic and extra-curricular pursuits offer challenge and breadth for everyone.

Underpinning this is a wholehearted commitment to the wellbeing of the girls. Highly responsive in the face of the constant, shifting challenges for young people, pastoral care at the School ensures the girls leave ready to achieve sustainable success in higher education and beyond.

## Leadership

The Head leads the whole school with the support of a leadership team. The Executive Group (EG) consists of the Head, Head of Prep School, Director of Finance and Operations, Deputy Head (External Relations), Deputy Head (Academic), Deputy Head (Partnerships) and Deputy Head (Pastoral). The Senior Management Team includes the EG, Designated Safeguarding Lead, Assistant Head (Director of Studies), Deputy Head Prep, Head of HR, SENCo, and Head of Pre-Prep and Nursery (Rydes Hill).

## School Structure

The general pattern in the Prep School is one form in Reception to Year 2 and two forms in Years 3 to 6. In the Senior School, there are approximately 90 girls in each year, divided into four teaching and five pastoral groups, with teaching groups varying in size, as the girls start to make subject choices. In Year 7, about 40 girls arrive from the Prep School and about 50 come from a wide variety of state and independent schools.



## Curriculum

The School offers an academic curriculum to meet the needs of its selective intake. The School has embedded the High Performance Learning programme over the last 18 months into every aspect of school life across all age groups. The two-week timetable includes several Independent Study periods for all girls in the Senior and most in the Prep Schools, and individual investigation and enquiry is promoted throughout the whole age range.

The Prep School encourages child-initiated and outdoor learning opportunities, introducing more formal teaching as the girls get older, with specialist teachers delivering specific subjects. A 1:1 iPad scheme operates for girls from Year 5 to Upper Sixth.

In the Senior School, most girls take 10 GCSEs and there is a wide range of well-respected A Level subjects on offer, with large numbers taking maths and science subjects. Sixth Formers can take EPQ or an internal validation of a research project. The Beacon Programme offers a structured co-curricular programme of enrichment activities that runs challenges for girls around specific termly themes. Academic Scholars have a further programme of enrichment based on individual research. The educational ethos is about exciting and inspiring individual curiosity in every girl, and the School aims to blend an innovative, creative use of modern technology with the highest standards of teaching.

## Pastoral

Tormead has a well-deserved reputation for excellent pastoral care. Relationships between staff and girls and between girls of different ages are warm and strong. The atmosphere is one of respectful informality, where thoughtful behaviour is based on the School values, rather than lengthy rules and punishments. The House system strengthens cross-age group relationships and involves a number of much-anticipated annual events such as the House Fashion and Dance competition.

There are many avenues of pastoral support for the girls with Form Tutors and Heads of Year, overseen by the Deputy Head (Pastoral), as well as pupil mentors, trained health care and pupil support staff and a school counsellor.



## Extra-Curricular

An exciting and varied extra-curricular programme operates for everyone, from Cheerleading Club to Feminist Society. There is a strong range of individual and team sports. The girls achieve considerable success regionally and at national level. Tormead is probably the top school in the country for gymnastics.

The standard of performance music is high, with a number of orchestral and choral groups for all levels in both the Prep and the Senior Schools. Drama performances are much anticipated by both those involved and their audiences.

An important part of the girls' school experience is a regular offer of trips, both within the UK and overseas. Links with schools abroad, including a partnership with two Nepalese schools, are building a global perspective on citizenship for the girls. Sixth Formers can volunteer service locally, once a fortnight, in school time.



## The Site

The School has made excellent use of a compact urban site. Older buildings blend with stunning new-builds on the Senior School site that provide the girls with innovative spaces to learn, reflect, collaborate and relax. A performing arts building provides an additional space for drama lessons, performances and rehearsals, as well as music lessons, rehearsals and practice rooms. The School also benefits from state-of-the-art science laboratories refurbished in 2022 and a Wellbeing Centre. The Prep School occupies a site across the road from the Senior School and KS1 facilities have had significant recent investment, including creating a delightful outdoor play space.

Our new Sixth Form Centre, opened in September 2022, includes a new common room and café, lecture and teaching spaces, dedicated study, collaboration and social spaces, all designed to bridge the gap between secondary education and university.

The School's sports facilities on-site include a sports hall, gymnasium, fitness suite, and outdoor netball and tennis courts. In September 2025, we officially opened our new Urnfield Sports Ground, developed in collaboration with Guildford County School, which provides state-of-the-art facilities for hockey, cricket, football and athletics.

## Partnerships

Tormead offers local outreach provision in six local state schools.

This includes sessions in music and art, masterclasses in English, IT and maths and Sixth Form assistance in sport, art, English and dance.

Beyond the UK, girls raise funds for schools in Nepal and there have been a number of cultural exchanges. The School contributes to the UN Sustainable Development Goals around global girls' education.

The choir and orchestra perform regularly at local concerts and services, and members of the local community are invited to the School for concerts, plays and exhibitions.





## Director in Residence

We are seeking a talented and enthusiastic Director in Residence to join our thriving Drama Department. This is a rare opportunity for a graduate or early-career theatre professional with a background in Drama, Theatre, Performance or a related discipline to build experience in an ambitious school setting while developing their own creative practice.

Working closely with the Head of Drama, you will play a key role in the life of an ambitious and dynamic department, supporting teaching, rehearsals, productions and the wider creative programme. You will have the opportunity to direct or co-direct school productions from audition to performance, gaining valuable hands-on experience of shaping work from first concept to final curtain. Alongside supporting practical lessons and examinations, you will work closely with students as they develop their performance skills, technical understanding and confidence both on stage and behind the scenes. The role also involves contributing to stage management, lighting, sound, costume and set planning, organising resources, and supporting the day-to-day administration of the department.

We welcome applications from graduates in Drama, Theatre, Acting, or a closely related subject, as well as candidates with strong relevant practical experience. You will bring a secure grounding in performance, a developing understanding of directing live work, and a genuine enthusiasm for working with children and young people. The role would suit someone at an early stage in their career who is keen to deepen their experience in performance, directing or arts education. In return, you will join a supportive, collaborative team and enjoy the chance to make a visible contribution to a lively and successful school community. We are looking for someone who is organised, adaptable and energetic, and who will bring warmth, professionalism and commitment to every aspect of the role.

This is a flexible part-time position of 20–30 hours per week, with working patterns arranged to meet the needs of the School and the successful candidate where possible. The role may particularly appeal to candidates who are developing a professional creative portfolio alongside theatre work, training or freelance commitments. Accommodation may be available for the right candidate, making this an especially attractive opportunity for someone looking to establish themselves in a supportive, inspiring and well-resourced environment. Lunch and refreshments are provided during term time, together with free use of the school gym.

For further information or to apply, please visit our website [www.tormeadschool.org.uk](http://www.tormeadschool.org.uk) or contact the HR Team at [recruitment@tormeadschool.org.uk](mailto:recruitment@tormeadschool.org.uk).

The closing date for applications is **Monday 15 June 2026 at 9.00am**. Applications will be reviewed as they are received, and the school reserves the right to appoint before the closing date if a suitable candidate is identified.

## Tormead Values

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

## Job Summary

To contribute to the smooth running of the Drama Department, supporting teaching and learning and the School's co-curricular provision. To work closely with students, providing expertise in acting and directing. To stage manage, and direct school productions which are of high production value and conceptually rich. To support in costume, set and lighting planning.

## Main Responsibilities

- Direct at least one school production during the year from audition to performance.
- Support the Drama Department in delivering a full programme of practical activities, including leading lunchtime clubs and after school rehearsals/clubs, and assisting on evening trips.
- Support Drama Teachers in preparing performances and practical examinations, ensuring smooth set changes, lights operation, and sound effects.
- Work closely with students in lessons when they are creating/staging performance pieces or completing written work, fostering a love for learning and performing.
- Provide in-class support for students under the direction of the Head of Drama.
- Support students in developing technical skills, such as recording cues and monologue preparation for external auditions.
- Support the Drama Department with organising spaces, creating resources and undertaking administrative tasks, such as photocopying scripts, maintaining records, and assisting LAMDA staff.

- Assist with the transition of students in/out of the JCS Building, including co-curricular activities such as LAMDA Speech and Drama lessons.
- Support the marketing of the department through social media posts and communications with parents and students.

### Continuing Professional Development

- Review own methods of teaching and programmes of work.
- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

### General

- Assist with supervision and covering for absent colleagues when required.
- Support and contribute to House activities (assemblies, competitions, etc.) as required.
- Support students and colleagues by attending school productions, functions, trips and events as appropriate, and contributing to the wider life of the School.
- Promote the School in a variety of different contexts, including attending curriculum and marketing events where appropriate, and interactions with parents and prospective parents and students.
- Manage students' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the School's behaviour policy.
- Attend meetings as required (departmental, staff, pastoral, parent meetings, etc.).
- To promote and uphold the ethos and values of Tormead School.

- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection, and health and safety.

This job description is not intended to be exhaustive and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

## Key Relationships

### Internal

Head of Drama, colleagues in the Performing Arts, LAMDA staff, colleagues and students.

### External

Prospective parents and students.



# Person Specification

## Essential Criteria

### Qualifications and Training

- Degree in Drama, Theatre, Acting or a closely related subject.
- Evidence of continuing and relevant professional development.

### Experience

- Strong practical experience in acting.
- Sound understanding of directing live performance.

### Knowledge and Understanding

- Good understanding of the practical elements of theatre production, including stage management, costume, set, lighting and sound.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of data protection and a commitment to maintaining confidentiality.

### Skills and Abilities

- Ability to work confidently with children and young people, supporting and inspiring students in lessons, rehearsals and co-curricular activities with warmth, patience and professionalism.
- Excellent communication and interpersonal skills, able to work effectively and harmoniously with others (students, staff, parents).
- Excellent organisation and time management skills with the ability to prioritise and meet conflicting deadlines.
- IT proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- Flexibility and adaptability, contributing fully to a busy Drama Department, including lunchtime clubs, after school rehearsals and evening performances.

## Desirable Criteria

### Qualifications and Training

- Additional certification or qualifications.

### Experience

- Experience of directing, assistant directing or choreographing productions in an educational, youth theatre or fringe setting.
- Experience of coaching students for auditions, monologues or performance examinations.

### Knowledge and Understanding

- Some knowledge of LAMDA, speech and drama tuition, or supporting practical examination work.
- Interest in developing a career that combines performance, directing and arts education.
- Understanding of and a commitment to equal opportunities and health & safety.
- An understanding of the independent school sector.

### Skills and Abilities

- Positive, proactive and dependable approach, with the ability to balance creative flair with practical delivery.
- Ability to take ownership of tasks and see them finished on time and to a high standard with minimal guidance and supervision.
- Ability to solve problems, make sound judgements and take decisions.
- Dedication to promoting Drama within the School and marketing within and outside school.

## Safeguarding

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties,

the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.

**This is a fantastic opportunity to join Tormead and have a significant impact on the School's future, growth and success as it continues to evolve.**





## Benefits

We offer a friendly and inclusive working environment. Accommodation may be available for the right candidate. Lunch and refreshments are provided during term time, together with free use of the school gym.

## Applications

For further information or to apply, please visit our website [www.tormeadschool.org.uk](http://www.tormeadschool.org.uk) or contact the HR Team at [recruitment@tormeadschool.org.uk](mailto:recruitment@tormeadschool.org.uk).

## Deadline for applications

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Tormead School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check. We conduct online searches for all shortlisted candidates as part of our due diligence checks.