

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the School is proud of its traditions and Anglican foundation. Excellent pastoral care, with an emphasis on inclusion and opportunity are hallmarks of a QM education.

Ethos of the School

A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

Director of Drama

We wish to recruit an inspiring, dynamic and experienced Drama practitioner and teacher. The Director of Drama will be committed to creating the best possible outcomes for all girls as well as providing high standards of teaching practice. Alongside teaching and overseeing all areas of Drama and Theatre study, the role will encompass all aspects of co-curricular Drama. There has long been a strong drama tradition at Queen Margaret's and the Director of Drama will ensure that the Drama programme touches the lives of all girls. Expectations are that productions will continue to be of the highest quality, adding depth, breadth and insight to every girl's education.

The Drama Department

Facilities

The Drama department is situated in the Centenary Building which houses 'The Chapman Theatre', a modern, bespoke, flexible theatre space which seats 250-300 (depending on the arrangement), St Margaret's Chapel, a Dance Studio, two drama classrooms and a department office. A teacher of LAMDA organises individual lessons. The department benefits from an experienced Theatre Technician who assists with all technical requirements.

Enrichment

Queen Margaret's has a reputation for producing outstanding and challenging dramatic performances. In recent years these have included West Side Story, A Midsummer Night's Dream, A Christmas Carol and Bad Girls. We have a historic pattern of a large scale production involving girls in Years IV-UVI in the Autumn Term and for girls in Years I-III the Summer Term. These productions are generously resourced, often involving complex sets created by the Theatre Technician and Estate Team to a professional standard. Lighting and sound resources are excellent and the use of video is commonplace in our productions.

Curriculum

All Girls in Years I, II & III have 1 hour of drama per week. Drama and Theatre Studies are popular choices for Years IV-UVI, currently following the WJEC specification for GCSE Drama and the Edexcel specification for Drama & Theatre at A Level.

Director of Drama: Job Description

The Director of Drama reports to the Head via the Academic Deputy in relation to academic matters and via the Senior Deputy Head for all other matters. The Director of Drama will be required to:

- maintain and develop an ambitious and high quality programme of theatrical productions
- teach a reduced timetable of curricular drama of around 14 hours (see 'Teacher: Job Description')
- ensure preparation for GCSE and A Level performances as required
- design a rigorous programme for Drama Scholars and be responsible for making recommendations to the Head regarding the awarding and monitoring of Drama Scholars
- provide and support additional enrichment opportunities for girls' drama throughout the school and a co-ordinated annual programme of theatre visits, workshops and master classes
- mentor girls wishing to apply for Drama at Higher Education
- act as Tutor to a group of about 8 girls (see 'Tutor: Job Description')
- engage in strategic planning and have an awareness of the School Calendar and Plan of Day
- manage the production budget, providing appropriate costs and justifications in the planning stages and tight control of spending during the year
- attend all staff training days
- attend all parents' meetings and write reports to be sent to parents at the appointed times as required
- provide updates for prospectuses as required throughout the year
- attend Open Days and special events designed to market the school, providing expert conversation relevant to theatrical productions and general information about the quality of achievement, learning and teaching at QM
- contribute to the promotion of the school aims through their subject and their support of school policies and good practice
- play a full and active role in the life of the boarding school, attending events and performances
- keep in contact with outside regulatory, professional and community organisations
- perform other such reasonable duties as required by the Head

Teacher: Job Description

1. Appointment

The Teacher is appointed by the Head, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

2. Line Management

The Teacher reports to the appropriate Head of Department on all matters and may be called upon to deputise for him/her when required. The Teacher may be allocated specific responsibilities within the department, e.g. leadership of a particular course, activity or club.

3. Teaching

A full time teacher is expected to teach approximately 22 hours each week and part-time appointments are calculated by reference to that workload.

4. Outside the classroom

The teacher is expected to make a significant contribution to the extra-curricular life of the School.

5. Committees

The Teacher shall attend regular Department Meetings and represent the department from time to time on school committees. He/She should also attend Staff Briefing and Staff Meetings.

6. Assembly and Chapel

The Teacher shall be present, wherever possible, at all full school gatherings, including Assemblies, Chapel Services, Mark Reading and Speech Day.

7. Plan of Day, Diary and Bulletin

The Teacher shall be aware of the School's Plan of the Day, term dates (including training days) and calendar entries, as detailed on the School website and refer to the regular bulletin up-dates.

8. Professional Development and Appraisal

The Teacher shall participate fully in the school's professional review process and seek opportunities to progress their development as a teacher through training, lesson observation and discussion.

9. Parents' Meetings

The Teacher shall attend Parents' Meetings, as required by the Head of Department.

10. Mentoring

The Teacher shall be allocated a Mentor (another member of teaching staff) with whom he/she should aim to meet regularly to discuss their work and role within the School. The Deputy Head (Academic) will also be available to listen to concerns and be ready to give active and/or moral support.

11. Parental Contacts

The Teacher shall write reports for girls, as instructed by the Head of Department, following school and departmental policies at times as set out in the calendar. The Teacher should also be prepared to contact parents, under the guidance of the Head of Department on other specific matters, as appropriate.

12. Rewards and Sanctions

The Teacher shall ensure that expectations regarding behaviour and attire are closely monitored and implemented and clearly communicated to girls. The Teacher should issue rewards and sanctions in line with the School Policy.

13. Safeguarding

The Teacher shall be fully aware of the School's Safeguarding Policy. He/She should be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to him/her as appropriate.

14. Conduct

The Teacher shall be aware of and adhere to the School's Staff Code of Conduct.

15. Marketing

The Teacher, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Teacher will offer ideas, through their department or at the marketing Forum, regarding the marketing of QM.

16. Inspection

The Teacher shall be prepared for inspection, either by the Academic Deputy or external Inspectorate, by reviewing and understanding School policies, up-dating lesson plans & documents and ensuring girls' work is marked and annotated with detailed feedback which enables girls to make significant progress.

17. Request for Absence

The Teacher shall make any requests for absence during term time in writing (letter or email) to the Senior Deputy Head, who will make consistent and transparent judgements based upon the best interest of the girls and the School. Sufficient notice must be given.

18. Salary and Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The Teacher will be eligible for membership of the Teachers' Pension Scheme.

19. Meals

Food and refreshments are provided during term time during the hours of duties when girls are in School.

20. School Fees Remission

An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

21. General Duties

The Teacher should have an interest in and willingness to support all School activities and should be available to listen to girls and to deal promptly with concerns and difficulties. It is expected that the Teacher will undertake a number of duties, from time to time, for the better running of the School, as directed by the Head. Such duties might include supervising Private Study, assisting with the running of a House by attending events and dinners, organising travel plans or escorting girls to the station.

22. Notice

The Teacher is required to provide 1 full term's notice to terminate his/her employment.

Tutor: Job Description

The role of the Tutor is to establish good relationships with individual girls and to be a first point of contact for the tutee if she has a problem. The Tutor liaises with the Senior Tutor, Academic Staff and Resident Staff on all matters to do with the general welfare of the girls and liaises with the Senior Tutor and other Tutors where applicable. Tutors are responsible for approximately 8 tutees, usually within the same academic year. The specific responsibilities of the Tutor, which encompass oversight of academic progress, pastoral care and enrichment opportunities for their tutees, are:

Welfare & Progress

- to ensure tutees are aware of the ethos and aims of Queen Margaret's
- to take an interest in the background and interests of their tutees
- to be aware of any family, special needs and medical information known to the School
- to liaise with the Learning Support Department where necessary
- to keep the Senior Tutor informed of any change in their tutee's personal circumstances and to keep tutorial records as up-to-date as possible
- to update the student records in iSAMS after each Tutorial
- to help and to advise individual tutees on academic, social and personal matters, and to liaise with subject staff about the general progress of their tutees
- through their own good example and by encouragement tutors should inspire their tutees to set high standards for themselves in work and behaviour
- to encourage their tutees to fulfil the school's expectation that everyone should show courtesy and consideration at all times
- to monitor their tutees involvement in enrichment activities and in the general life of the School
- to advise the Senior Tutor and house staff of any problems relating to a tutee
- to keep a regular check on house points, commendations, order marks and returns of tutees
- to encourage all girls to take a pride in their appearance and to ensure that they conform with School dress code
- to monitor the use of planners and revision schedules, as appropriate

Contact with Parents and Colleagues

- to meet with parents on the first day of the Autumn Term when the girls return to school
- to keep in regular contact with parents via telephone or email
- to attend Year Group lunches and parents' meetings and advise parents about the overall progress of their daughter

- to communicate information to colleagues as necessary, attending Year Group Review meetings, Case Conferences and Year Group meetings
- to proof read tutees' reports and to be responsible for any corrections
- to be responsible for writing the Tutor report, commenting on progress and setting targets
- to discuss reports with individual tutees, encourage girls to review their own progress and take responsibility for their own learning
- to register the Year Group when required (usually once each week) in accordance with the School's procedures
- to monitor punctuality and behaviour and pass on any concerns to the Senior Tutor
- to attend weekday and special Chapel services and Assemblies with tutees
- to carry out specific duties relating to a particular Year Group as requested by the Senior Tutor

No job description can be fully comprehensive and tutors will need to use their own discretion and professional judgement to respond appropriately to the girls' needs, supported as appropriate by their Senior Tutor, and/or by the Head and Senior Deputy Head.

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| Qualifications | Good relevant qualifications to teach GCSE & A Level specification | Essential |
| | A PGCE | Desirable |
| Qualities | Experience of delivering an academic curriculum to all age groups | Essential |
| | A creative, inspirational and enthusiastic Teacher and Director | Essential |
| | A genuine desire to develop girls to their fullest potential | Essential |
| | An effective and self-motivated planner and manager of her or his time | Essential |
| | Evidence of the ability and willingness to contribute outside the classroom | Essential |
| | Willingness to commit to and foster the values and ethos of the School | Essential |
| Skills, Knowledge and Experience | The ability to plan and deliver outstanding, exciting and innovative lessons using a range of teaching strategies and styles | Essential |
| | Awareness of the Curriculum and future implications for the teaching of Drama | Essential |
| | Experience of leading whole school productions | Essential |
| | Experience of participating in and directing large and small scale productions outside school setting | Desirable |
| | Excellent and up to date subject knowledge | Essential |
| | High levels of competence in the use of ICT for teaching and administration | Desirable |
| | A commitment to safeguarding and promoting the welfare of children | Essential |

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions will be documented in a letter of appointment. The appointee will be required to familiarise herself/himself with and to comply with the School's non-contractual policies and processes as the same are published from time to time.

1. The appointee will receive a salary following the school's own pay structure and, paid in monthly installments in arrears from the agreed date of appointment and is inclusive of holiday pay; no over-time is paid and days off in lieu of work are not applicable.
2. The appointee shall be entitled to the statutory minimum holiday entitlement (currently 28 days) which is to be taken during the School holidays. In addition, and subject to all duties being fulfilled and responsibilities being met to the satisfaction of the Head and Academic Deputy, including attendance at Training Days and Results Days, as required, you will not normally be required to work during normal school holidays.

3. The normal hours of work are 08:15 – 17:30 (Monday – Friday) and 08:45 – 12:30 (Saturday) however the Director of Drama will inevitably be required to be flexible with their hours, particularly during the rehearsal and performance times for the productions. In addition clubs, societies, matches, practices, duties, training days and parents' meetings may, necessarily, extend these times. It is anticipated that the appointee will teach a workload of 14/22 in the academic year 2018/19. This teaching load may vary depending on demand.
4. The School operates a non-contractual sickness policy details of which are available on the staff VLE.
5. The appointment shall be made subject to an enhanced DBS check, a negative check at the DfE Record of Teachers Prohibited from Teaching, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the School.
6. Food and refreshments are provided during term time during the hours of duties when girls are in School.
7. An appropriate school fees remission package is available for the daughter(s) of the Teacher, during their time at Queen Margaret's at the discretion of the Head.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers the Department for Education and the Disclosure and Barring Service, in accordance with Safer Recruitment Practice. The Teacher shall be fully aware of the School's Safeguarding Policy. The Teacher must be aware of how to contact the Designated Safeguarding Lead or the Deputy and not hesitate in communicating concerns regarding Safeguarding as appropriate.

Queen Margaret's School
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