

DRAMA ASSISTANT

REQUIRED FROM 22 APRIL 2025

CANDIDATE PACK


jags

James Allen's Girls' School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. The school has entered an exciting new phase in its development and this post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

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MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. As Head, it's absolutely my belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

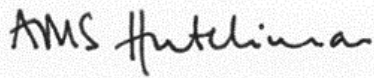
At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

It is an enormous privilege to lead this exceptional school, where all members of our school community share a passion for life and learning.

I hope that this matches your educational vision and look forward to welcoming you soon.



MRS ALEX HUTCHINSON, MA (OXON) PGCE



DRAMA ASSISTANT

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Leanna Richards; PA to the Senior Deputy Head (leanne.richards@jags.org.uk) if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

DRAMA ASSISTANT

THE ROLE

JOB TITLE:	Drama Assistant
TERMS & CONDITIONS:	Full Time (all year round) 35 hours per week
SALARY:	Actual Salary: £28,000 per annum, depending on qualifications and experience
RESPONSIBLE TO:	Director of Drama

Overview

The purpose of the role is to support the Drama Department in day-to-day operations. The successful candidate will contribute to creating a dynamic and engaging learning environment while upholding the school's commitment to excellence in curricular, co-curricular, extra-curricular, and community-oriented dramatic activities. This role requires a flexible and enthusiastic individual who is willing to work collaboratively as part of a team, as well as independently when necessary. Occasional weekend commitments may be required.

The post is intended for an aspiring Drama Teacher or Director who wishes to gain hands-on drama teaching and directing experience and develop and support new initiatives within our vibrant and innovative drama department.

The Drama assistant will play a full part in the co-curricular life of Drama at JAGS. The post-holder will direct at least three productions during the course of the year and support a range of drama class work. It is desirable for the post holder to have skills in dance and a knowledge of technical theatre. We expect candidates for the post to be recent Drama graduates or post-graduates, or to have had experience working in youth theatre. Due to the nature of the role, there will be a requirement for the post holder to work extended hours as and when needed as part of the role. This will include some weekends and evenings, and the arrangement of hours will take place with the Director of Drama. Time off in lieu will be allocated as appropriate.

Main responsibilities

Artistic and Educational Support

- Support students in developing their drama skills and techniques with creativity and imagination.
- Provide additional artistic support for KS4 and KS5 students, particularly during practical assessment periods (approximately 10 periods per week).
- Be available up to three evenings a week (4:00–6:00 PM) to support rehearsals, assessments, or other required activities, with additional availability two weeks prior to productions or assessments.
- Lead a weekly drama club for Year 7
- Lead a weekly drama club for Year 8
- Assist on the Year 7 and 8 Production in the summer term.
- Provide cover for the Drama Department when required.

Technical Support

- Assist in the organisation, servicing, and presentation of all technical areas, ensuring the props store and design areas are maintained professionally for both educational and external purposes.
- Supervise technical performances under the guidance of the Theatre Manager, assisting students with sound, lighting, set and costume sourcing for assessments and rehearsals.
- Providing Stage Management support on productions, including preparing a props table with a junior crew.
- Assist with sourcing music and sound effects for rehearsals, productions & assessments, as well as programming & operating QLab (in-house training can be provided).
- Assist with set builds/painting under the direction of the Theatre Manager.

Administrative Duties

- Provide occasional lighting support under the direction of the Theatre Manager.
- Maintain the theatre wardrobe with the Performing Arts assistant and support upcoming productions.
- Provide administrative support to the Director of Drama as needed.
- Assist with examination administration when required.
- Attend theatre trips in a supervisory capacity.
- Design programmes for productions.
- Undertake additional duties as they arise to support the effective running of the Drama Department.

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PERSON SPECIFICATION

Operational Excellence

- A well-qualified graduate with a degree in Drama or significant industry experience
- Demonstrate experience of theatre direction in a professional, fringe or student context
- Flexible and versatile, able to work with imagination and ingenuity supporting young people in their new skills and techniques.
- A flexible and enthusiastic approach, willing to go the extra mile
- Self-motivated and capable of working independently, with the ability to meet deadlines
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

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HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Jo Billington; The Director of Drama (jo.billington@jags.org.uk) will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or call the recruitment team on 020 8693 1181.

Closing Date: Midday on Monday 17 March 2025

Interview Date: Week commencing Monday 17 March 2025

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.



James Allen's Girls' School

Ages 4-18

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