

St Andrew's Prep

EASTBOURNE

Job Description

Job Title:	LAMDA and Drama Scholars Coach
Responsible to:	TBC
Job Summary:	To enthuse and motivate prep school children to enjoy drama and involve themselves in drama beyond the classroom.

Duties and Responsibilities:

- To plan, prepare and deliver lessons across the age and ability range
- To set high expectations which inspire, motivate and challenge pupils
- To enthuse and motivate prep school children to enjoy drama and involve themselves in drama beyond the classroom
- To monitor progress and outcomes of the pupils and report both internally and externally
- To demonstrate good subject and curriculum knowledge
- To adapt teaching to respond to the strengths and needs of all pupils
- To manage pupil behaviour effectively to ensure a good and safe learning environment in line with the school policies
- Coach solo, duo and group LAMDA lessons
- Coach Year 8 drama scholarship candidates ahead of assessments at their senior schools
- Coordinator for the St Andrew's LAMDA Centre
- To set termly timetables for the LAMDA pupils that run over a number of days each week, taking pupils general timetable commitments into account
- Oversee and Direct an annual drama scholars play with support from Performing Arts staff
- Prepare pupils for readings at the annual Carol Service
- Arrange termly informal presentations of LAMDA work for parents and assist with other Drama productions, concerts as appropriate
- Establish links and investigate opportunities across the Charity
- Attend relevant and required Inset at the start of each term
- Be line managed by and liaise regularly with the Director of Performing Arts

- Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Headmaster to undertake similar work that is not specified in the job description.

Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.
- The post holder will be engaging in regulated activity.

Person Specification

The successful applicant will be somebody who:

- Enthuses and motivates prep school children to enjoy drama and involve themselves in drama beyond the classroom
- is experienced in teaching LAMDA at all levels
- has experience of dealing with LAMDA and setting up exam sessions and entering candidates successfully for LAMDA exams
- displays flexibility, determination and stamina
- has the flexibility to teach over a number of days each week to dovetail with the whole school timetable, and who can commit to delivering 10 lessons every term to all LAMDA pupils.
- is positive and motivated
- has a sense of humour
- will promote fairness and equality of opportunity amongst children and believes passionately that all children should be valued equally
- understands and espouses child protection practice and is committed to safeguarding and promoting the welfare of children
- Understand the needs and concerns of the prep age range, their parents and those who teach at this level
- can communicate confidently and with parents when required
- presents high standards of appearance in keeping with their job
- is committed to the St Andrew's ethos and to independent school education.

Terms and Conditions:

Salary:	£33.29 per hour payable monthly on submission of a timesheet to payroll by 12th of the month for payment in that month.
Hours of Work:	To coach solo and duo LAMDA lessons and coach drama scholarship, during term time, dependent on pupil requirements. Likely to be at break times, co-curricular slots, and after-school.
Pension:	After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.
Holiday:	Five weeks' holiday, pro rata, to be taken during School holidays. Holiday pay will be calculated on salary earned for the period 1 September to 30 June and will be paid with July salary.
Other Benefits:	Life Assurance Employee Assistance Program Lunch during normal working hours plus tea and coffee Free use of Charity facilities including pool and gym Free tickets to College productions Easy public transport connections and free parking Stunning location

Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

Application Process

To apply for this exciting opportunity, please follow the link below to complete the online application form:

<https://www.cognitofrms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Or visit www.standrewsprep.co.uk/contact/employment-opportunities and click the 'Apply Now' button.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager by email on hr@eastbourne-college.co.uk or phone 01323 452239.

Closing date: Friday 29 October 2021

The School

St Andrew's is a co-educational, day and boarding IAPS prep school of some 350+ pupils aged from nine months to 13 years. It is situated in Meads village on the outskirts of Eastbourne. The school is minutes from the beach and at the foot of the South Downs.

Divided into departments: the Nursery (including a Baby Room from nine months), the Pre-Prep (Reception to Year Two), Juniors (Years Three and Four), Middles (Years Five and Six) and Seniors (Years Seven and Eight), are all located on one green and spacious campus and share many facilities such as the swimming pool, chapel, dining room and playing fields. Up until Year Four, children are taught by class teachers with some specialist teachers. From Year Five, children have form tutors and then are taught by specialist teachers. There is currently one class per year group in the Pre-prep, then two classes in each year group until the final two years. In Year Seven there are currently three classes and in Year Eight there are four classes plus a small scholarship group.

The school is non-selective. It prides itself on the breadth and excellence of its curriculum, both academically and in extra-curricular activities. At the older end of the school many subjects are taught in sets and children tackle The Bridge Curriculum* or Scholarship exams in order to apply for a range of senior schools. The majority of pupils play musical instruments, there is a depth of sports teams to cater for all abilities and most children are involved in drama productions.

A strong pastoral system supports key values of kindness and honesty, tolerance and forgiveness, learning to listen and trying our best.

The school aims to open doors and encourage children to have a go and discover an interest or passion that will last a lifetime. The school day runs from 8:30am to 5:30pm for the older children (from Year Five) with earlier finishes for the younger children. After school activities take place throughout the school.

On Saturday mornings, children in Years Four - Eight can access an optional activities programme. Sessions, run by the staff, range from sports, arts and craft-type activities to musical and drama oriented sessions.

The expectation is that children will stay to Year Eight before transferring to senior schools and that we will have a number of children join us into each of these year groups, with a particularly strong intake normally into Year Seven.

*The Bridge Curriculum was launched in September 2019 as a replacement to the Common Entrance curriculum.