ST JOHN'S
BEAUMONT

Job Application Pack

Head of Drama *(Maternity Cover)*

A Message from the Head Master

Andrew De Silva

Dear candidate,

Thank you for your interest in joining St John's Beaumont as our Head of Drama (Maternity Cover).

St John's Beaumont is a remarkable school. Set within 45 acres beside Windsor Great Park, we are proud of more than 135 years of history, but we are equally excited about what comes next. Our Jesuit foundations give us a very clear sense of who we are: a school which seeks excellence, but understands that a truly exceptional education must develop the whole child.

It is an exciting time to join us. We are ambitious for our pupils and for the future of the school, whilst remaining determined to preserve the warmth, character and sense of belonging that make SJB so special. Our children should be known, challenged and supported as individuals, and given every opportunity to discover where their talents lie.

As Head of Drama you will play a central role in ensuring that every child can access, enjoy and flourish within the exceptional Drama education we offer. The Drama department is a highly creative space where the pupils are encouraged to be imaginative and work in collaboration with their peers. The lessons aim to build confidence in all pupils to enhance their communication and expression.

Above all, we are looking for an excellent teacher and colleague: someone with a genuine love of children, who wants them to thrive, enjoys being part of a community and brings energy, expertise and generosity to the wider life of the school.

I very much look forward to receiving your application.

With best wishes,

Andrew

Head Master

About St John's Beaumont

St John’s Beaumont is a leading independent day and boarding preparatory school for children aged three to thirteen, set within 45 acres beside Windsor Great Park.

Founded in 1888, the school has a proud history and distinctive character, shaped by its Jesuit foundations and an enduring commitment to educating the whole child.

St John’s Beaumont is part of Intellego Education, bringing the strength, expertise and investment of a wider educational organisation whilst preserving the traditions, values and distinctive personality that have defined SJB for more than 135 years.

At the heart of St John’s Beaumont is a belief that education should be both ambitious and deeply personal. We want every child to be known, valued and challenged: academically, socially, spiritually and physically.

Excellent teaching sits alongside outstanding pastoral care and an extensive programme of sport, music, drama, outdoor learning and enrichment.

Our Catholic heritage and Jesuit tradition are central to the character of the school. We seek to educate the whole person and to form young people who understand that their gifts and talents should be used generously.

We are proud of our heritage but firmly focused on the future: building upon everything that makes St John’s Beaumont distinctive whilst continuing to develop an education that is relevant, ambitious and exceptional for the children growing up here today.

About the Role

Job Title	*Head of Drama (Maternity Cover)*
Line Manager	*Deputy Master*
Contract	*Part-time (0.6)*
Start Date	*Immediate Start*
Location	*St John's Beaumont, Old Windsor*
Salary	*Competitive, dependent on experience*
Qualification	*Qualified Teacher Status (QTS) is essential*

The Head of Drama is responsible for the teaching and development of Drama across the School and the delivery of LAMDA lessons alongside our part-time LAMDA teacher. They will work collaboratively with other Heads of Department to develop the curriculum and support the educational need of the school.

The Head of Drama will be responsible for directing School productions, leading Drama workshops and contributing to the wider life of the School, with participation in co-curricular activities which includes our partnership with the Lyric Hammersmith Theatre. The Head of Drama liaises closely with the SLT and other Heads of Department to monitor and develop the curriculum, including rigorous assessment procedures in preparation for 13+ scholarships.

Job Description

- To teach Drama from Pre-Prep to Year 8, introducing the pupils to a variety of themes and disciplines.
- To maintain and uphold the highest standards of behaviour from pupils.
- Direct at least one whole-school production for pupils in the Middle and Upper School; one production solely for pupils in the Middle School (Years 3 to 5); and one devised production delivered as an enrichment activity to be performed at The Lyric Hammersmith in 2027 (date TBC).
- To support fully the School's aim to provide a relevant and stimulating syllabus that will engage, motivate and inspire the pupils.
- To set the standard of teaching and assessment within the Drama Department.
- To teach LAMDA lessons across the School for pupils individually, in pairs and in small groups.
- To prepare timetables for the LAMDA lessons each week, ensuring there are no clashes.
- To provide accurate information to the Bursars Office for LAMDA lesson billing and attendance.
- To maintain contact with parents and provide them timely updates on their child's progress.
- To liaise with secondary schools regarding future pupils entrance criteria and particularly those preparing for scholarships.
- To deliver school assemblies on a spiritual/creative theme as and when invited to do so by the Head Teacher.
- To lead and develop whole department policies and risk assessments.
- To support fully the School's aim to provide a relevant and stimulating syllabus that will engage and motivate pupils.
- To support fully the life of a the school through organising subject assemblies and other events that will occur throughout the academic year.
- To share supervisory duties at morning and lunch break and at the end of the day on a rota basis.
- Ensure that the health and safety arrangements for your department are compliant with current legislation and good practice.
- To contribute to the implementation of School policies and procedures.
- To line manage the Teachers of LAMDA.
- To manage the departmental budget effectively, ensuring the Drama department is well resourced.

Wider Responsibilities

- Contribute enthusiastically to the School's extensive co-curricular programme, sharing personal interests, talents and expertise with pupils.
- Play a full part in the life of a busy day and boarding school, including undertaking appropriate duties within the boarding provision and contributing to the pastoral care and experience of boarders.
- Attend and contribute to school events, assemblies, liturgies, trips, fixtures, performances, parent events and other occasions as reasonably required.
- Act as a visible and positive role model for pupils, demonstrating the standards of conduct, service, care and professionalism expected within the SJB community.
- Respect, support and positively model the Catholic heritage and Jesuit tradition of St John's
- Beaumont, contributing appropriately to the spiritual, liturgical and values-led life of the School.
- Build positive relationships across all sections of the School and demonstrate a willingness to contribute beyond the immediate responsibilities of the post.
- Promote and safeguard the welfare of pupils at all times and comply fully with the School's safeguarding policies and procedures.
- Undertake any other reasonable duties commensurate with the seniority and nature of the role, as directed by the Deputy Master or Head Master.

Person Specification

Area	Person Specification	Essential	Desirable
Qualifications & Professional Experience	Qualified teacher with Qualified Teacher Status (QTS) in the teaching of Drama and LAMDA	✓	
	A knowledge of a variety of practices for children aged 3-13 years old	✓	
	In-depth knowledge of an appropriate Drama and LAMDA curriculum	✓	
	Proficient in administration and managing a departmental budget	✓	
	Experience in working with School age children in an Independent School environment	✓	
	Experience of teaching children who are already performing at a high level, and of challenging and developing them further.		✓
	Experience of teaching Drama in preparation for examinations and 13+ scholarships		✓
	Experience of leading a Drama Department		✓
	Experience of teaching children with mild learning difficulties		✓
Children & Pastoral Care	A genuine love of working with children and a deep-rooted desire to see them thrive	✓	
	The ability to use a variety of teaching strategies to engage and challenge children of all abilities	✓	
	Believes every child should be known, valued, appropriately challenged and supported	✓	
	Combines high expectations with kindness, patience, compassion and a sense of humour	✓	
	Understands that progress and success will look different for different children	✓	
	Listens carefully to pupil voice and ensures children feel heard and understood	✓	
	Builds strong and trusting relationships with parents and recognises the importance of partnership between home and school	✓	
	Excellent pastoral judgement and an unwavering commitment to safeguarding and promoting the welfare of every child	✓	
Professional Qualities	To be imaginative and demonstrate flair for teaching	✓	
	To be willing to play a pro-active role in the development of Drama within the School curriculum.		
	Leads by example and inspires confidence amongst pupils, parents and colleagues	✓	
	Excellent communication, organisation and interpersonal skills	✓	
	Able to have sensitive or challenging conversations with warmth, clarity and professionalism	✓	
	Works collaboratively whilst being prepared to take responsibility and make decisions	✓	
	Demonstrates discretion, sound judgement, reliability and professional integrity	✓	
	Reflective, adaptable and committed to continuing professional development	✓	
Admissions & Future Schools	Willing and able to contribute to the admissions process, helping the School understand individual pupils' needs and determine whether and how those needs can be appropriately met	✓	
	Experience of contributing to pupil admissions and assessing a school's ability to meet individual needs		✓
	Understanding of transition and the needs of pupils moving between schools	✓	
Contribution to SJB Experience of the Setting	Wants to be part of the whole School and is willing to contribute beyond the immediate requirements of the role	✓	
	Enthusiastic willingness to contribute to the School's extensive co-curricular programme	✓	
	Willingness to share personal interests, talents and enthusiasms with pupils	✓	
	Embraces the opportunities and responsibilities of working in a day and boarding school, including undertaking appropriate boarding duties	✓	
	Willingness to support fixtures, trips, activities, assemblies, liturgies, performances, events and other aspects of school life	✓	
	Generous with their time and talents and enjoys being part of a close school community	✓	
	Additional interests, talents or expertise that would enrich the School's co-curricular programme		✓
	Willingness to support, respect and positively model the Catholic heritage and Jesuit character of St John's Beaumont	✓	
	Supports the values, mission and ethos of the School	✓	
	Understanding of the academic, pastoral and developmental needs of children aged 3-13	✓	
	Experience of working within the independent sector and/or a day and boarding school		✓

Why St John's Beaumont

Inspiring pupils
Children who are curious, energetic and eager to become involved in school life

A supportive community
A school in which relationships matter and colleagues work together for the benefit of the children.

Excellent facilities
A beautiful 45-acre setting providing exceptional opportunities for learning, sport and enrichment.

Professional growth
The opportunity to develop your skills in an aspirational department, including leadership responsibilities and our creative partnership with Lyric Hammersmith Theatre

A sense of purpose
A school with deep roots and a clear belief that education is about considerably more than examination results.

Safeguarding
St John's Beaumont is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be expected to share this commitment. Appointment is subject to the School's safer recruitment procedures, appropriate references, identity and qualification checks and an enhanced DBS check.

How to Apply
Submit a completed application form together with a covering letter addressed to the Head Master, Mr Andrew De Silva, explaining your interest in the role and the experience, qualities and strengths you would bring to St John's Beaumont. Please email your completed application form and covering letter to the Head Master's EA, Mrs Ranj Bains: rbains@sjb.email

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