



Reed's School Job Description

DRAMA PROFESSIONAL / LAMDA COORDINATOR

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>The Department and Role:</p>	<p>The Drama Department consists of three full time teachers and a full time theatre technical manager.</p> <p>The Department is housed in the Assembly Hall at Reed's School, along with a smaller studio upstairs and a second studio elsewhere on site, with various storage areas for costumes, props and sets.</p> <p>Drama is currently taught to all students in the senior years at Ripley Court, and in Years 7, 8 and 9 at Reed's School. We currently use the EDUQAS specification at both GCSE and A Level.</p> <p>The Drama Department puts on a large number of productions each year, including participating in the National Theatre's Connections Festival and local drama festivals. Some past productions have included 'Chariots of Fire', 'Sense and Sensibility', 'Sweeney Todd' and 'The Crucible'. The Department also runs extra-curricular activities in playwriting and stage technical support.</p> <p>The Drama Professional / LAMDA Coordinator is a full-time post which will mainly be based out of Reed's School, but travel to Ripley Court may be required as part of the role.</p> <p>The role-holder will be a qualified graduate who will have the ability to assist in all aspects of the running of the drama department, including a significant contribution to the extracurricular life of the School.</p> <p>This role will report into the Director of Drama.</p>
<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Be responsible for the teaching of LAMDA (Acting Examinations) at both Reed's School and Ripley Court School, ensuring that students are ready to take their examination within a three-term cycle. • Complete all aspects of the administrative elements of LAMDA including maintaining a database of pupil registrations and achievements, completing exam entry documentation, coordinating disbursements and arranging a LAMDA Showcase event each academic year.

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- To deliver drama lessons at Ripley Court where required.
- To help direct a school production each year, the age group and selection of piece to be decided upon in consultation with the Director of Drama.
- To aid with the devising process with both GCSE and A Level classes at Reed's School.
- To assist with school productions, including managing the organisation of the costume and prop stores.
- Accompany and assist in the organisation of theatre trips.
- Provide support to the Director of Drama and work cooperatively within the Department Team and the team at Ripley Court School.
- Be familiar with the aims and objectives of the Department as outlined in the departmental handbook.
- Attend suitable INSET as required under the guidance of the Director of Drama.
- To contribute to the wider extracurricular programme.
- Undertake such other comparable duties as the Headmaster requires from time to time.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Reed's School Person Specification

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	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Educated to Degree level in Drama 	
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience of working with young people in a coaching capacity. • Ability to work cooperatively as part of a team. • Good planning and organising skills 	<ul style="list-style-type: none"> • Understanding of LAMDA examinations • Ability to demonstrate creative and innovative approaches to enthusing and challenging pupils • Ability to use a range of ICT
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to build and maintain relationships. • Ability to maintain confidentiality. • Ability to work under pressure. 	