

Job Description

Job Title:	Director of Drama
Department:	Drama and Theatre Studies
Accountable to:	Faculty Chair then Deputy Head (Academic)
Number of direct reports:	Department Teachers and Theatre Technician
Budgetary responsibility:	Yes
Location:	Stowe School
Purpose of the role:	The Director of Drama is principally responsible for the development and delivery of Drama in both the curriculum and extra-curriculum.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers

and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

The Department

The Drama Department at Stowe has a very strong tradition of excellent teaching, performance and production work and is recognised as a centre of excellence. The Department is currently staffed by the Director of Drama, one full-time teacher, and a part-time teacher. Alongside the department is a full-time Theatre Technician who provide curricular and co-curricular support for design students, run the student Design Team and provide technical and construction work for the department and productions.

Drama is well-resourced and is housed in the Roxburgh Hall building. The theatre consists of a fully equipped state-of-the-art theatre, seating 400, the intimate Dobinson Studio seating 70, as well as two flexible teaching classrooms, costume and props store and a Green Room. The Roxburgh Hall is used for large-scale productions as well as touring productions. The Dobinson Studio is extensively used for practical examinations and small-scale productions and is a flexible space equipped with the latest sound and lighting equipment, which is available to students. The beautiful Stowe Mansion and its surroundings also give us other unique performance spaces. We offer an extensive and varied theatre visit programme throughout the year frequenting theatres in Oxford, Northampton, Warwick, Stratford upon Avon and London.

LAMDA is offered at Stowe with Stoics taking lessons ranging from Grade 3 to Grade 8. Lessons are delivered by a peripatetic member of staff with exams taken termly. We stage two School productions each year, Senior Congreve in the Michaelmas Term for the Seniors/Whole School and Junior Congreve in the Summer Term for students in Years 9 and 10. Plays follow a rotation of musicals and plays to offer a range of performance, technical and design opportunities to students. House Plays are staged on occasion by various boarding and day houses with production support offered by the Department. Senior Congreve productions include: Blue Stockings, Macbeth, Grease, Oliver! and Coram Boy. Junior Congreve productions include: A Midsummer Night's Dream, Treasure Island, Merchant of Venice and Winter's Tale.

The Department follows the AQA examination board for GCSE Drama and A Level Drama & Theatre. We have a very good uptake at GCSE, with three sets of up to 15 pupils, and at A Level our numbers are consistently good, with two sets of between 6 and 13 pupils. Exam results are excellent both at GCSE and A Level and pupils across all year groups are passionate about their Drama lessons. Each year a number of our pupils go on to study drama at university and/or Drama School.

Drama Scholarships are offered at 13+ and 16+. We also offer a Roxburgh Scholarship for all-rounders at Stowe and candidates can offer Drama as part of their application.

Key Responsibilities & Accountabilities

The Director of Drama is expected:

- To demonstrate and develop high standards in all aspects of School cultural life.
- To contribute to the effective and efficient management of the School.
- To promote the School's vision – 'We Create Change Makers' – with both colleagues and pupils.
- To promote a School culture which is happy, purposeful and productive.
- To support and motivate students, teachers and other School employees.
- To enthuse staff and pupils about the Department's subject.
- To communicate effectively with parents and guardians.
- To promote Drama in the academic curriculum through excellent teaching and the delivery of excellent results in public exams and LAMDA Grades.

- To manage all the Department staff with sympathetic, compassionate and also firm line management ensuring the excellence of lessons, delivery of high exam results, excellent administrative organisation and fulfilment of responsibilities.
- To encourage consultation and discussion in the Department, to support the professional development of all Drama staff, ensure compliance of staff with the current Teaching Staff Handbook and to ensure that all RPDs and 'job chats' are carried out annually.
- To work with the Director of Music, Head of Art and other staff to celebrate and promote the Arts to the Stoics, their parents, visitors and the local community both in the academic year and, where necessary, outside term time.

Key Tasks

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1 Main Duties

- 1.1 To lead and develop the Drama Department to become a national centre of dramatic excellence.
- 1.2 To provide the annual review of public exams to the Faculty Chair, Deputy Head (Academic), Senior Deputy Head and Head by early September.
- 1.3 To renew Department schemes of work annually and update the Department Handbook by the end of summer holidays in preparation for the exams interview with the Faculty Chair, Deputy Head (Academic), and Head.
- 1.4 To promote the School's aims at all times with colleagues, parents, pupils and the public.
- 1.5 To visit or invite prep school pupils to Drama events at Stowe from within and outside of the Stowe Group and to aid recruitment and to promote the School and Department.
- 1.6 To support the school's priorities established in the annual Education Plan and ensure that School policies are carried out consistently.
- 1.7 To provide professional leadership and management for the subject in order to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all students.
 - To check the exam board website regularly for specification updates and exam information and to attend or delegate attendance at relevant INSET.
 - To support and promote Academically Highly Talented pupils in the Department through enrichment activities.
 - To ensure support clinics and other academic support measures are staffed according to the timetable and needs of the pupils.
- 1.8 To play an important role in developing School policy in relation to subject area through Academic, Faculty and departmental meetings.
- 1.9 To support, guide and motivate teachers with regular weekly departmental meetings at which minutes should be taken and circulated to Department staff and Line Managers.
- 1.10 To evaluate the effectiveness of teaching and learning of the subject curriculum through regular lesson observation in line with Performance Review and Professional Development (PRPD) assessment.

- 1.11 To establish the Department's priorities, aims and objectives and SMART targets and monitor progress in one year plans which are reviewed with Faculty Chairs and the Deputy Head (Academic).
- 1.12 To record staff targets on HRPro and report back to the Faculty Chair: to include lesson observation, termly file and marked work checks.
- 1.13 To monitor Department 365 resources and ensure annual checks and updates of both pupil and shared staff resources.
- 1.14 To mentor and support Departmental staff who are on PGCE courses and also any Drama ECTs.
- 1.15 To oversee the training, adherence to and management of appropriate Health & Safety, risk assessments and Child Protection training issues related to the Department.
- 1.16 To manage the Department Budget as agreed annually with the Finance Director and the Deputy Head (Academic).

Extra-Curricular Activities

- 1.17 To work with the Director of Music on School drama, musical theatre and external competitions as appropriate.
- 1.18 To facilitate the use of the Roxburgh Theatre as a commercial enterprise in school holidays, working with Stowe Presents.
- 1.19 To oversee the House Drama competition.
- 1.20 To support and work closely with our visiting LAMDA teachers.

2 Responsibilities for Pupils

- 2.1 To establish clear policies and practices for assessing, recording and reporting on pupil achievement and monitoring pupil progress.
- 2.2 To use data from ALPS connect and other baseline data to recognise achievement and set targets for future improvement.
- 2.3 To ensure internal mock exam and other exam style test marks are recorded by and discussed with Departmental staff and individual pupils monitored and supported to achieve their full potential.
- 2.4 To thoroughly prepare pupils for public and internal exams through the development of revision skills the provision of notes specific to the subject including online resources and other learning opportunities.
- 2.5 To support pupils through weekly academic clinics.
- 2.6 To ensure guest speakers are invited to the school and that pupils taken on appropriate trips.
- 2.7 To liaise with the Tutors, Heads of Year and Houseparents over pupils' work and behaviour.

2.8 To give advice to pupils and tutors re option choices.

3 Responsibilities for Staff

3.1 To make new staff aware of their roles and responsibilities as subject teachers.

3.2 To ensure the regular setting of appropriate and challenging preps which are assessed according to the school marking policy and returned to pupils within a week.

3.3 To be involved with the recruitment of new staff by evaluating all application forms received and assisting with the interviews of candidates.

3.4 To support staff over pupil disciplinary problems with HoD/Department detentions.

3.5 To promote the use of IT by staff in class and in support of the departmental online presence.

4 Responsibilities as Subject Leader

4.1 To make sure that teachers are clear about teaching objectives in lessons and encourage visits by others both inside and outside the department to engage in regular coaching opportunities and informal classroom observations.

4.2 To encourage cross-curricular links with other departments.

4.3 To lead professional development of subject staff through example and support and co-ordinate the provision of high-quality professional development in conjunction with the Head of teaching and Learning.

4.4 To ensure appropriate cover work is set in the case of a Department member's absence and the appropriate member of staff is informed of the absence.

4.5 To liaise with the Skills Department as required to assist pupils with SEND.

4.6 To liaise with the Exams team regarding: external exams; entering pupils for appropriate exams; checking entries and checking the exam papers and JCQ regulations.

- To prepare analysis of external exam results with comments on pupil success and failure and assessment of results by staff sets for the Faculty Chair, Deputy Head Academic and Headmaster.

4.7 To liaise with the Exams team to ensure the setting of internal exams, supplying correct papers and exam marking and results are completed by published deadlines.

- To prepare brief analysis of internal exam results with comments on pupil success and failure and assessment of results by staff sets.

4.8 To liaise with the Head of Sixth Form regarding course outlines for A Level curriculum booklets.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A 2:1 Honours degree (or equivalent) in the relevant subject(s) • Post Graduate Certificate in Education. 	<ul style="list-style-type: none"> • A Post Graduate qualification in Drama
Specialist Skills and Experience	<ul style="list-style-type: none"> • A minimum of five years' teaching experience. • Demonstrable managerial and administrative experience within a teaching environment. • The ability to lead and shape, in consultation with the Department, a strong vision for the short, medium and long term development of the Department. • To work with the Head of Faculty and Stowe Presents to further raise the profile of drama and music theatre productions. • An up to date and full working knowledge of JCQ guidelines and exam and NEA procedures 	<ul style="list-style-type: none"> • Previous experience of the management of a Drama Department. • Exam marking/moderation experience
Personal Qualities	<ul style="list-style-type: none"> • Strong time management and organisational skills • The ability to work well under pressure with a good sense of humour. • A willingness to participate fully in the pastoral care, School duties and extra curricular activities. • An ability to motivate, enthuse and influence all 	<ul style="list-style-type: none"> • Clean driving License

	<p>Department staff with strong interpersonal skills.</p> <ul style="list-style-type: none">• A professional and approachable personality that encourages and establishes teamwork and mutual respect.• A commitment to safeguard and promote the welfare of children.• Strong commitment to EDI and the development of all pupils.	
<p>This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder</p>		
<p>Date Agreed: January 2026</p>		