

Assistant Drama Teacher



APPLICATION PACK

THE ROLE	Assistant Drama Teacher
START DATE	February 2026
REPORTING TO	Head of Drama
PACKAGE	Competitive salary and pension



WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Assistant Drama Teacher at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). Including the Pre-Prep department a short walk away at Marlborough Place, we have 360 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and

excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though

structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically, sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

Reports can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

THE DRAMA DEPARTMENT AND THE ROLE

The Department

At Arnold House Drama is embraced in both timetabled lessons and the extracurricular programme. Boys have timetabled Drama lessons in Years 2-8 where they are encouraged to engage in exploratory play and imaginative performance-making as they work both independently and collaboratively with their peers. The classroom environment is fun, fast-paced and interactive as the boys learn to work as part of a community whilst honing their own performance skills.

In Years 2-4 boys get involved in characterisation, where they explore, imagine and create different personas. They also take part in an annual performance at our theatre at Canons Park, which incorporates acting and singing.

In Years 5 to 8 boys further develop their acting skills through Drama lessons, workshops and plays that are more complex and demanding - in terms of the storyline and the characters that they need to assume.

Summary of the Role

We are looking for a creative, committed and collaborative Drama Teacher to support our Head of Drama.

You will assist with and teach the Drama curriculum at a high standard to boys from Years 2-8. You will lead on technical aspects of putting on productions and write and edit scripts for school performance, as well as booking theatre trips, workshops and visiting companies

and keeping up to date with compiling risk assessments for drama sessions and theatre trips.

The role is perfect for someone who loves teaching drama, and is interested in theatre production and technical aspects of drama within a school setting.

The right candidate will be a multi-skilled individual who is highly organised. They will have technical ability with experience in lighting, sound, stage management and production management. In addition excellent teaching, organisational and administrative skills will be needed to support the complex tasks required to successfully run live performances in a school setting. The ability to work well in a team is key.

Arnold House offers excellent benefits including a competitive salary, access to our contributory pension scheme, free lunches during term time, access to the cycle to work scheme and a good proportion of non-contact time.

Generous benefits reflect the fact that teachers 'go the extra mile' in a school such as ours by contributing to sports, drama productions, trips, clubs and other activities.

All teachers take a share in supervisory duties and enjoy the benefit of a number of non-contact periods each week which they can use for lesson preparation, marking etc.

Staff are appraised regularly and are encouraged to reflect on and develop their practice.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.



JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Assistant Drama Teacher is responsible to the Head of Drama for the following:

Teaching

- Teaching according to the educational needs of the pupils; setting and marking work to be carried out by the pupils in School or elsewhere;

Other Activities

- Attend Performing Arts meetings, collaborating effectively with departments across the school
- Write and edit scripts for school performances
- Maintain the Canons Park theatre space
- Rig, focus and programme sound and lighting for school productions
- Filming plays and editing videos
- Design and build sets
- Teach backstage skills to groups of boys
- Book theatre trips, workshops and visiting companies
- Keep up to date with risk assessments for drama sessions and theatre trips
- Keep the costumes and props store in order
- Helping set up and clear down before and after plays

Assessment and Reports

- Providing or contributing oral and written assessments, reports and references relating to individuals and groups of pupils.

Appraisal

- Participating in arrangements for appraisal.

Training and Development

- Participating in arrangements for your professional development.

Behaviour, Health and Safety

- Maintaining good order and behaviour among the pupils and

safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Administration

- Providing administrative and organisational tasks related to such duties as are described above;
- Attending assemblies, registering the attendance of pupils and supervising pupils.

Flexibility

- You may be occasionally required to undertake other reasonable duties.



PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE & SKILLS	ESSENTIAL	DESIRABLE
Good degree in a relevant subject	✓	
Qualified Teacher Status		✓
At least one year's experience of teaching Drama in a school setting		✓
Experience of technical theatre: lighting, sound and electrics	✓	
Ability to plan and teach lessons which appeal to the full range of ability levels	✓	
Ability to film and record video and sound and to edit film		✓
Excellent organisational and administrative skills	✓	
Ability to work collaboratively in a team environment	✓	
Willingness to contribute to the wider life of the School	✓	
Understanding of writing risk assessments	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Monday 3rd November 9am

START DATE: February 2026

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 45530016.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

