



King Edward's

WITLEY

Job Description – Drama Assistant & Resident Tutor

Overall Purpose

We are offering a placement for a Drama Assistant and Resident Tutor, who may want to gain experience of working in a school environment. This role is an excellent opportunity to gain experience prior to a career in teaching; there is a significant administrative role associated with the position.

Reporting to: The Director of Drama

Location: King Edward's Witley.

Direct reports: Nil.

Hours of work: Full time, these will vary depending on the needs of the School and are to be negotiated with the successful candidate.

Annual leave: As per school holidays unless otherwise agreed.

Duration of Employment: From January 2026 for up to 12 months.

Accommodation: Single accommodation is provided within a boarding house, in addition to all meals during term time. The accommodation, which also has cooking facilities, is available throughout the year.

Terms: Due to the nature of resident tutor roles, as part of this position, accommodation will be provided, including board, and a competitive salary (dependent on age) in return for variable hours and days worked to support events and functions within the school calendar. More hours are likely to be required prior to an event but less at other times. Paid additional residential duties may also be available for the right candidate.

Main duties and Key Responsibilities

- To work in different functions across the whole school; leading individual sessions and small groups. Part of your role will include working alongside the class teachers to design, develop, and deliver exceptional Drama lessons. You will have the responsibility of assisting in the wide range of after school and evening Drama clubs and productions, and be available to give pastoral support to the pupils.
- Be an excellent enthusiastic role model who wants to pass on their skills and passion for Drama to young people.
- Have experience in at least one major area of Drama (e.g. acting, directing, technical theatre, stage management) at a high level, such as university-level performance, production or technical work.
- Experience and expertise in technical theatre – lighting and sound is keenly sought.

September 2025

- Demonstrate an eagerness to teach or support other areas of Drama as required throughout the year.
- Be prepared to offer extra coaching hours where necessary.
- Assist in the teaching of GCSE pupils and A Level Drama pupils too.
- Must be prepared to accompany pupils to performances, festivals, or competitions, including those that fall on evenings or weekends, and have the ability to direct or support productions.
- Be able to work effectively with the extended team of staff in each department.
- Assist with Department administration (management and organisation of productions, performances, trips or events).
- Be able to use ICT in an effective and organised manner, including for recording, editing and presentation purposes.
- Live and work within a residential boarding House including evenings and weekends. Associated pastoral duties may include assisting in the running of evening activities, overnight duty for boarders, supervising prep, free time and lights out.
- Be prepared to work as a cover assistant as directed by the Deputy Head Co-curriculum and Leadership.
- Join in the life of a busy boarding school in areas as directed by the Head.
- Accompanying school trips, theatre visits, and expeditions on occasion.
- To take part in further training courses where the opportunity permits.

Person Specification

Essential

- Prior experience in working with young people.
- Be equally comfortable teaching male, female or mixed classes.
- Be an excellent, enthusiastic role model who wants to pass on their skills and passion for Drama to young people.
- Be able to use ICT in an effective and organised manner.
- Be prepared to offer extra rehearsal coaching hours where necessary.
- Ability to prioritise effectively and work as a team.
- Have excellent communication skills; both written and spoken.
- Must be flexible, organised and possess a 'can do' attitude.
- Attention to detail, meeting deadlines and the ability to work under pressure are essential.
- Interest of working in the education sector is essential.
- Be able to work as part of a team.

Desirable

- Demonstrate the ability to teach or support Drama to a very high standard.
- Have experience in Drama at a very high level, e.g., Drama degree, theatre productions, or equivalent.
- Experience of volunteering within university, school, college or a theatre company.
- Sympathy with the ethos and aims of the department, School and of the Foundation.
- Demonstrate creative and innovative thinking for developing Drama projects or volunteering ideas within a school setting.

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education.

Pupil experience is at the heart of what we do. The School has over 480 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with around 100 boarders accommodated in Houses including an Upper Sixth pre-university House. All pupils, day and boarder belong to a House and are cared for by their Housemaster/Housemistress and their team.

Around 38% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge, and leading European or US-based universities.

Our heritage continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare bursaries through Bridewell Royal Hospital, livery companies and other charities, for young people who are less advantaged and who have a particular need for a boarding education. Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Shortlisted candidates will be reviewed on social media/on-line platforms.