



ST EDMUND'S COLLEGE
& PREP SCHOOL

A CAREER AT ST EDMUND'S COLLEGE

Part-Time Teacher of Drama - Approx. 0.4

Required for September 2025



Closing Date for Applications: Midday, Wednesday 23rd April 2025

Interviews to take place: As soon as possible after the closing date

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS

Telephone: 01920824335 Email: hr@stedmundscollege.org

www.stedmundscollege.org

Education for the whole person: Intellectual, physical, emotional and spiritual





ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,
Yours faithfully,



Matthew Mostyn,
Headmaster



Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



ST EDMUND'S COLLEGE
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Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



Five Year Strategic Plan



Reflecting the scholarship of St Edmund with a balanced and challenging curriculum

Our five Mission aims align with the shape of the cross to help us keep them in our hearts and minds.

Educating the whole person: mind, body and spirit

Demonstrating care and concern at home and in the wider community

A Christ-centred education

Building on our Catholic heritage

The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
 - Discretionary discount on College Fees, subject to completion of the admissions process.
 - After school club and breakfast club charged at cost.
 - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- The College has its own pay scale, above national averages



A Career at St Edmund's College	
Part-time Teacher of Drama	
Job Description	
Reporting to:	Head of Drama
Probationary Period:	1 Academic Year
Summary of the role:	A well-qualified Drama teacher with a firm grounding in the teaching of Drama. The candidate appointed will be able to teach pupils of a wide range of ability from Year 7 to GCSE, joining a very experienced team in a department with a proven record of success.
Main duties and responsibilities:	<ul style="list-style-type: none"> • Teaching approximately 0.4 of a full timetable across the age range as allocated by the Heads of Department, following whole school and departmental policies. • Ensuring that you meet the entitlement of all pupils to have access to a rigorous learning experience, which is differentiated to their needs. • Recording and assessing regularly pupils' work, giving supportive, instructive feedback with specific targets for improvement. • Attending all Parents' Evenings, INSET, Open Days and other events, as requested. • Maintaining full and regular records of pupil performance and using these records to inform both teaching and feedback for parents. • Using data from the tracking system to monitor and maintain progress and setting appropriate academic targets. • Writing full academic reports in accordance with College guidelines, displaying an awareness of each pupil as an individual and providing helpful advice for future progress. • Liaising effectively with colleagues within the departments by freely sharing good practice and resources. • Embracing being part of a supportive team through a programme of frequent lesson observations. • Contributing imaginatively and helpfully to departmental discussions on policy and practice. • Contributing to the departmental development of the curriculum and organisation of resources and to the review of whole school policies. • Maintaining standards of pupil behaviour and discipline within the classroom and elsewhere in school. • Helping to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment, particularly in the classroom. • Being responsible for ensuring that St. Edmund's College's Health and Safety policy is implemented in all lessons. • Contributing generously to the co-curricular provision of the Drama department be it through involvement in societies, the running of cultural trips, and the direction of plays or through new initiatives.

	<ul style="list-style-type: none"> • Contributing to the provision of pupil enrichment activities within the College. • Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. • Embrace the High Performance Learning (HPL) philosophy and framework and apply it to all aspects of College life.
Safeguarding Responsibilities:	<ul style="list-style-type: none"> • The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity. • Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	<ul style="list-style-type: none"> • Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT. • Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



A Career at St Edmund's College

Part-time Teacher of Drama

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	<ul style="list-style-type: none"> A good honours degree in Drama or associated subject. 		Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Experience in Drama. 		Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Ability to inspire and teach pupils of different abilities and backgrounds in a co-educational context, differentiating as required. Strong interpersonal and communication skills both with pupils and colleagues. High professional standards and integrity. Strong organisational skills with the ability to prioritise tasks and meet deadlines. Excellent communication, organisational and classroom management skills. Good IT skills. 	<ul style="list-style-type: none"> A track record of excellent results. 	Contents of the application form Interview Professional references

<p>Personal competencies qualities, attitude and behaviours</p>	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Enthusiasm for and personal engagement with the subject. • Ability to inspire pupils. • Ability to create a learning environment conducive to creative development. • Ability to communicate effectively with parents and carers. • Positive and supportive 	<ul style="list-style-type: none"> • Produce, maintain and share high quality learning materials and resources, which are aligned with the HPL philosophy and framework. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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