



JOB DESCRIPTION

Job Title:	Resident Tutor - Performing Arts and Drama Graduate	Department:	Performing Arts & Boarding
Hours of Work:	Approximately 40 hours per week split equally between Performing Arts/Drama and Boarding. Fixed term- late August 2026 to early July 2027		
Responsible To:	Director of Drama & Director of Boarding	Responsible For:	

Summary of Role:

We are seeking a dynamic Performing Arts Graduate to coach and guide students in the development of their passion and skills in Performing Arts by preparing and assisting in the directing and choreography of performance platforms and productions, as well as supporting during lesson time. The facilities at Woldingham are of theatrical professional standard, with performances being held in our 630-seater theatre. You will also be working within a happy, vibrant and supportive department.

Additionally, you will provide support to the residential teams to deliver outstanding pastoral care and activities for the boarders. Woldingham has 6 boarding houses, each run by a Housemistress and Assistant Housemistress. Graduates form part of the wider boarding team usually assigned to one specific house but with the ability to work across a variety of ages as the need arises.

Specific Responsibilities:

Performing Arts:

1. Work effectively as a member of the Drama and Performing Arts department to improve the quality of teaching, coaching and learning.
2. Assist with the daily department administration and workshop/production organisation as required.
3. Take full responsibility for specific co-curricular performing arts classes/clubs/companies as allocated by the Director of Drama. (*This could include: The Glee Musical Theatre Club*)
4. Make a full contribution throughout the week and at weekends (*as required*) to the co-curricular life of the school as instructed by the Director of Drama. (*As a department, the Drama, Dance and Performing Arts priority programme runs on Monday and Thursday evening, with pre-calendared rehearsals and performances organised for closed weekends or alternative evenings.*)
5. Attend departmental Theatre Trips and other educational trips/workshops
6. Give general teaching assistance in KS3 and KS4 Drama and Dance lessons.
7. To act as assistant director and/or choreographer for selected annual productions as instructed by the Director of Drama.
8. Act as a role-model to students through personal presentation and professional conduct.
9. Attend departmental INSET training.
10. Undertake any reasonable additional tasks as directed by the Director of Drama, that assist with the daily running and balance of the department, such as the organisation of the costume department.

Boarding

Your boarding hours (40hrs over 2 weeks) are spent working across our boarding houses, supporting our residential team on a rota basis. Graduates are usually assigned one house but occasionally straddle two if necessary.

Weekdays

Weekday boarding duties could include, but are not limited to:

- Wake up duty- this includes waking up boarders and supervising them at breakfast before getting them off to school
- Supervising study sessions after school
- Providing admin support for the house whilst on duty
- Supper duty – ensuring students attend and then register
- Evening duty- this includes supervision with study (homework), snack time, taking in electronics for overnight storage and bedtime routine in the year areas and in the dormitories, as well as any other duties (e.g. administration) which the Housemistress may request
- Escorts - accompanying students to medical or other appointments usually on an ad hoc basis
- Graduates work 3 evenings per week in Boarding

Weekends

Weekend boarding duties could include, but are not limited to:

- Assist with Friday Fun (activity such as cupcake decorating, craft, quiz)
- Supervise study
- Assist with admin tasks
- Run an activity with the girls such as baking, badminton, games
- Ensuring the house is kept tidy
- Be a presence in the House office
- Assist with the regular evening routines, including snacks, electronics and bedtime
- Assist with trips offsite, e.g. ice-skating, shopping, meals out, cinema, museums
- Graduates work every other weekend in Boarding

Duty at the beginning and end of each term

Graduates must return to school by the evening prior to the Staff Conference Days at the start of term in order to participate in meetings. Graduates are expected to attend all INSET days with the main staff body during term time regardless of whether this falls on a day off.

At the end of each term Graduates are expected to remain in school until early evening in order to assist residential staff to tidy and clear Boarding Houses.

Graduates are expected to support the start of term by being part of the airport 'meet and greet' rota as well as welcoming back boarders (the day before lessons begin).

Time Off

Each Graduate has a full 24hrs off each week from both their Department and Boarding. In addition, they have a further evening off from boarding during the week and every other weekend off. These are arranged by the Director of Boarding in conjunction with the Housemistress and Head of Department.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Professional trained or with extensive higher-level training in the Performing Arts • Skilled, energised and enthusiastic Performing Arts Performer (<i>preferably with versatile skills in all performance disciplines - acting, dance and singing</i>) • Experience and understanding of performance procedures and etiquette – from creation, rehearsal and to production • A passionate, organised and inspiring individual with the necessary skills to share their knowledge and talents with young people • Ability to challenge and support all students to do their best • Create a happy, challenging and effective learning environment • Have high expectations for all students providing clear structures for lessons maintaining pace, motivation and challenge • Self-motivated individual who is proactive, resilient and hardworking, and who understands the demands of the theatre environment. • Good ICT Skills 	<ul style="list-style-type: none"> • Relevant degree – Performing Arts / Musical Theatre / Acting-Drama / Dance • Experience in coaching • Boarding experience or previous experience working with children
Personal Behaviours	
<ul style="list-style-type: none"> • Communicate effectively (both orally and in writing) • Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit • Ability to work independently and as part of a team • Acting as a role model and setting high expectations • Good organisational and interpersonal skills • A flexible and positive attitude is essential. • A sympathetic person, who is patient, even-tempered and calm when under pressure. • An energetic person with considerable stamina who is able to cope with the long hours of work that this post demands. • A person who enjoys the company of young people, is relaxed in their company and who is keen to help them with their academic studies and guide them in good habits generally. 	<ul style="list-style-type: none"> • Ability to motivate others • Develop good personal relationships within the team
Ethos and Whole School Values	

<ul style="list-style-type: none"> Committed to operating as part of the School community Committed to the Sacred Heart Values Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care 	<ul style="list-style-type: none"> Willingness to contribute to whole school initiatives, and support school improvement programmes
Safeguarding and Pastoral	
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people A satisfactory Enhanced Disclosure from the DBS 	

Terms and Conditions

Start Date: Late August 2026

Working hours: This is a fixed term, term time only position; however, the Graduate is also required to be available to attend INSET days and for periods prior to and at the end of terms. The hours of work during term time are varied and include weekends. The Graduate will be entitled to a 24hr period off each week as well as every other weekend.

Salary: £16,000 pa over 11 months.

Accommodation: A single room within a shared flat within the School is provided throughout the period of employment, inclusive of all bills. Because this is a girls' Senior School and all accommodation is within the girls' boarding houses, we are required to appoint a female member of staff for this role.

Pension: Auto enrolled into the School's pension scheme, which includes life assurance.

Lunch: Complimentary meals, when on duty, in the Dining Room.

Parking: There is free parking on site.

Gym and Pool: There are staff sessions for use of these facilities.

Fees: Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.

Overnight visitors: In line with the School's policy for enhanced DBS clearance for spouses, family members (over the age of 16) or permanent guests/regular overnight visitors must obtain enhanced DBS clearance from the Head of HR. Details of the process and cost may be obtained from the Head of HR. A regular guest is defined as 4 nights in 30 days.

Overnight stays for non-DBS'd visitors are strictly forbidden, during term time, for resident staff who live within/attached to school buildings which accommodate Boarders. Staff who are resident in other standalone properties on the grounds must, giving a reasonable period of notice, seek permission from the Bursar and DSL prior to having any overnight guests. NB. Any guest of a member of staff who has received an enhanced DBS clearance from Woldingham School does not need to seek written permission from the DSL or Bursar for individual visit.

For health and safety reasons, Security should always be made aware when guests are on site. In the interest of general security, it is advisable that any legitimate guests with enhanced DBS clearance are not permitted to wander unescorted around the site. Permanent residents (spouses etc.) are excluded from this advice. Any non-DBS'd guests must be escorted at all times.

Provided there are no commercial third-party lettings (where children under 18 are in residence) in the staff member's particular boarding house, non-DBS'd visitors are permitted to stay with residential staff who reside in integrated properties (within boarding houses) during the school holidays. Permission must still be sought from the Bursar and DSL, with reasonable notice, and security notified.

Any contravention of this policy is deemed an act of gross misconduct which will be dealt with seriously in line with the Staff Disciplinary Procedure.

The School reserves the right to refuse entry to the school site for any reasonable reason.