



ALDERLEY EDGE  
SCHOOL FOR GIRLS

**TEACHER OF DRAMA AND DANCE**

**Part Time (0.5FTE) Fixed Term Maternity Cover**

**Required for September 2024 to November 2024**

**INFORMATION FOR APPLICANTS**



## **Introduction from our Headmistress**

Welcome to Alderley Edge School for Girls,

AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

We value the successes and achievements of all our girls; both academically and in other contexts, from dance to drama, music to sport. Girls leave as confident, articulate and mature young women who can achieve in the world beyond our school gates.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

AESG is a high-achieving, academic and dynamic school which fosters the well-being of each individual within an exciting, challenging and supportive environment. We recognise commitment, hard work and success, setting the girls the challenges they need to develop their talents to the full.

We are proud of our school and its Christian values, yet respect the beliefs of others in our community. We believe in social justice for all and feel a sense of responsibility for those less fortunate, for whom we provide support, both locally and globally, through our fundraising and community service.

The School has been awarded Apple Distinguished Status and Apple Regional Training

Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

Nicola Smillie

Nicola Smillie  
Headmistress



# Vision Statement

“Aspire not to have more, but to be more”  
(Archbishop Oscar Romero)

## Our Aims

### Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

### Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

### Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

### Girls

To create a supportive, nurturing and happy environment underpinned by proactive pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



## **Current Staffing**

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Nicola Smillie, who was appointed in September 2020. In the Senior School, teaching staff comprise two Deputy Heads and 50 teachers (21 full-time and 29 part-time).

In the Prep School, teaching staff comprise one Deputy Head, an Assistant Head and 10 teachers (6 full-time and 4 part-time), supported by 4 teaching assistants. The Head of EYFS oversees Nursery, Pre-School and Reception.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

## **Accommodation**

In the last four years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have been re-roofed and the main vehicle entrance and parking facilities have been improved, along with the interior of the School kitchen.



**The Mathematics Department**

## **Drama Department at AESG**

The Drama and Dance Department is situated in two purpose-built studios, together with a dedicated Performing Arts Office. We also make use of the Performing Arts Hall for our annual school production and formal performance evenings.

The Department consists of the Head of Department and one part time teacher.

Pupils are taught in mixed ability form groups at Key Stage 3 and they have two Dance/Drama lessons a fortnight. At Key Stage 4, we currently offer Drama GCSE as an option subject, and we see these pupils 6 times a fortnight. Key Stage 4 pupils follow the Edexcel 9-1 GCSE course. At KS5 we currently offer Drama and Theatre A Level and we follow the Edexcel syllabus. The GCSE and A Level syllabuses consist of three components: Component one: Devising; Component two: Performance from text; and Component three: Theatre makers in practice.

We also offer specialist Drama and Dance lessons to our junior school. KS2 are taught in mixed ability classes.

Lesson periods are 55 or 50 minutes depending on their position in the school day.

The Department offers a wide range of extra-curricular activities. We do an annual production which is generally a musical. Our most recent productions have been 'Les Misérables', the school edition, 'The Little Shop of Horrors', 'Beauty and the Beast', 'The Wizard of Oz', 'Legally Blonde' and this year's production 'Matilda'. We also offer weekly Drama and Dance clubs during our lunchbreaks. These are used to prepare the pupils for an end of year performing arts showcase. At KS4 and KS5 girls are encouraged to use the studio space after school in preparation for any imminent practical assessments. All GCSE and A Level performances take place in the larger Drama studio.

The Department also enters annual ISA competitions in Drama and Dance. Although any pupil can audition for this opportunity, we do encourage our performing arts scholars to take part in these prestigious events.

The Drama Department also run several theatre trips each year, across the key stages. At KS4 and KS5 we go on an annual residential to London.





## **Teacher of Drama & Dance**

### **Part Time (0.5FTE) Fixed Term Maternity Cover**

**Required for September 2024 until November 2024**

### **Job Description**

#### **Role Reporting to: Head of Drama and Dance**

The role of the subject teacher is to ensure that each pupil is encouraged to reach her full potential, and support the Head of Department in the delivery of the highest standards of teaching and learning. They are accountable for the outcome and achievements of the pupils they teach. All subject teachers are expected to be a professional and active member of the AESG community, working as part of the department to raise standards, improve outcomes and opportunities for all students and encourage students to embrace the AESG ethos.

#### **Responsibilities**

##### Teaching

- To enable pupils to acquire knowledge and make progress according to their ability so that they increase their understanding and develop their skills in the subject taught.
- To foster in pupils the application of intellectual, physical or creative effort, interest in their work, and the ability to think and learn for themselves.
- To create well-planned lessons and deliver through effective and appropriate teaching methods, activities and management of class time.
- To show a good understanding of the aptitudes, needs and prior attainments of the pupils and ensure these are taken into account in lesson planning.
- To utilise effective strategies for managing behaviour and encouraging pupils to act responsibly.
- To teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in class and at home.
- To assess, record and report on pupils' development, progress and attainment.
- To work with, and under the instruction and guidance of, the Head of the Department, in the preparation and development of courses of study, teaching materials, teaching programmes.
- To contribute to the development of the curriculum, and to be aware of the latest thinking in both subject and the national curriculum.

- To staff clinics and other academic support measures according to the timetables and needs of the pupils.
- To teach Drama and Dance to pupils in Reception and KS1 & 2 (Years 1 – 6) and KS3.
- To teach Drama in KS4 & KS5 (GCSE & A Level).

### Pupils

- To ensure that all pupils are able to learn effectively.
- To be responsible for the monitoring of pupils' progress and performance in the subject, using data as appropriate.
- To be responsible for ensuring that pupils receive effective subject mentoring.
- To carry out regular scrutiny of pupils' work as a means of monitoring the quality of teaching and learning with the department.
- To analyse the performance of pupils on internal and external examinations by completing the required documentation and to use this analysis as a tool for departmental development.
- To offer a range of enrichment activities to pupils to promote the subject and foster an enthusiasm for its learning.

### Parents

- To deal with parental concerns in the subject, first seeking advice from the Director of Sport and the Pastoral Team as appropriate.
- To record on the MIS (CPOMS) details of any contact with parents.

### Extra-Curricular

- Commitment to the lunchtime and after school extra-curricular and enrichment programme.
- Commitment to assisting with Drama and Dance Productions, Workshops and Showcases. (This involves some evening and weekend work)
- Commitment to leading and accompanying theatre visits.

### Pastoral

- To take on the role of a Form Tutor (if needed).
- To take an active role in all relevant pastoral matters.

To undertake any further reasonable duties as requested by the Headmistress.

<b>Person Specification: Teacher of Drama and Dance</b>		
<b>Factors</b>	<b>Essential</b> <i>These are qualities without which the applicant could not be appointed</i>	<b>Desirable</b> <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>
<b>Qualifications</b>	Good Honours Degree in Drama or related subject  PGCE or QTS	Higher degree or evidence of further study  Relevant Drama / Dance qualifications
<b>Training</b>	Evidence of Continuing Professional Development	
<b>Experience</b>	Experience of teaching Drama in KS3 / KS4 / KS5  Experience of Producing / Directing School Productions and other Performing Arts Events.  Track record of achieving excellent results	Experience of teaching Dance in School.  Experience of teaching in KS2
<b>Knowledge and Skills</b>	Ability to teach Drama to GCSE and A Level  The ability to motivate pupils  Strong interpersonal and communication skills  Up-to-date and thorough knowledge of developments in the teaching of Drama / Dance and pedagogic practice  Excellent ICT skills – Experience of teaching using iPads and other technology to enhance Teaching and Learning	Experience of ensuring curriculum continuity between Key Stages 2 & 3  Awareness of implications of curriculum change at GCSE & A level

	Ability to incorporate the use of technology into lessons, to enhance pupils' learning and progress	
<b>Personal Qualities</b>	<p>Highly developed interpersonal skills</p> <p>Integrity, loyalty, positivity and commitment</p> <p>High expectations of self and others</p> <p>Commitment to equal opportunity</p> <p>Positive and flexible approach to opportunities and challenges</p> <p>Resilience and ability to work under pressure and meet deadlines</p> <p>Good team player</p>	
<b>Safeguarding</b>	<p>Full understanding of safeguarding requirements</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children</p>	



## **ADDITIONAL INFORMATION**

### **Salary and Other Benefits**

The position is offered as a part time (0.5FTE) fixed term maternity cover role from September 2024 until November 2024. The salary for the post will be discussed individually with the successful candidate.

Salaries are reviewed annually at the start of the academic year.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

The School offers membership of a pension scheme applicable to either teaching or support staff. This post currently offers membership of the Teachers' Pension Scheme, with both employee and employer contribution rates set at levels published by the Scheme. Given recent changes to these contribution levels, long term membership of the Scheme is currently being reviewed.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

### **Other Information**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage.

In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

## **Application Arrangements**

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk), the following:

- A fully completed AESG Application Form
- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

**Closing date for applications: 12 noon, Wednesday 15 May 2024.**

**Interviews will be held week beginning Monday 20 May 2024.**



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