



TONBRIDGE  
SCHOOL

# DRAMA DEPARTMENT ASSISTANT

FIXED TERM CONTRACT



## THE DEPARTMENT AND POST

Drama is central to the cultural life of the School and works closely with the Art, Music and English departments to deliver a creative and culturally diverse curriculum. Drama is creative, bold, wide-ranging and diverse at Tonbridge. Our productions are of the highest standard both on stage and off, giving boys the opportunity to be part of a major show and to showcase their talents.

Working with the Director of Theatre, and teaching staff, the role will involve all aspects of administration and support. At the heart of the job will be assisting the department and taking responsibility for specific projects. The Drama Assistant will be a highly motivated and enthusiastic drama professional working with a team of teachers/directors and supporting the Drama Department in several aspects including taking charge of production elements, preparing technical aspects of lessons and examination pieces, and working with students aged 13-18.

An enthusiasm for working with young people is essential as is an understanding of theatre production (props, costume, lighting, sound, directing and producing). Additional skills in set design, prop making, stage management or running workshops are desirable. This role would suit an experienced graduate of either Drama, and/or someone with Stage Management experience.



## JOB DESCRIPTION

<b>Job Title</b>	Drama Department Assistant (Fixed Term Contract)
<b>Reporting to</b>	The Director of Theatre and the Head of Academic Drama
<b>Main Purpose</b>	To support the Director of Theatre, Head of Academic Drama and Drama Technician in all the activities of the Drama Department.

### MAIN DUTIES

#### Lessons and Exams

- Supporting Drama department team members in their roles, attending lessons and providing cover as and when required.
- Supporting the delivery of Novi (Year 9) Drama lessons.
- Supporting GCSE and A Level practical examination preparation.
- Support in lessons with recording and note taking of production requirements for exam pieces. (Set, costume, lights, sound and props) and supporting any technical GCSE candidates within lessons.
- Advise all exam groups on how best to use these elements.
- Work closely with the Drama technician on collating and producing all elements of production and making sure they are in lessons when needed.

#### Productions

- Coordinate and book rehearsal space for all drama rehearsals.
- Supervise and support boys on School productions.
- Work closely with the Drama technician to source, sound, projection and any other assets needed for shows.

#### Co-curricular Activities

- Direct the Novi workshop production/Drama Club.
- Support the House Drama Competition.
- Be responsible for running the regular Wednesday Afternoon Drama Activity in local primary schools with Community Action.
- Accompanying School trips to the theatre.
- Facilitate external audition opportunities for pupils.
- Support Prep School and Admissions workshops.
- Support Independent plays.

#### Administrative

- Co-ordinate the booking and administration of theatre trips including all relevant paperwork, contact with parents and ensuring posting on the school website, e-bulletin, and other publications.
- Take and distribute minutes of weekly department meetings.
- Manage and maintain departmental displays and stock.
- Work closely with the theatre team to schedule all Drama rehearsals (academic and co-curricular) into rehearsal spaces.
- Source props for academic and co-curricular drama.

#### General

- To undertake any reasonable request or other related duties as required by your Line Manager.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its

staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

## **CHILD PROTECTION**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

## **PERSON SPECIFICATION**

### **Personal Attributes**

We are seeking a talented communicator who enjoys working with people while being an accurate administrator with organisational flair and fast IT skills. Enthusiasm, the ability to be proactive and work to deadlines as well as a clear awareness of professional discretion and confidentiality are also key requirements. A passion for and understanding of the theatre is desirable. Flexibility is also required to help others during peak work periods.

### **Experience and Qualifications**

- A degree or equivalent qualification in Drama, Acting, Directing or a related subject, or relevant experience.
- Experience of working in theatre or in arts administration would be desirable but is not essential.
- Experience of leading drama workshops or practical drama.
- Experience of working with young people in theatre.

### **Skills and Abilities**

- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff, pupils and external contractors in a professional and friendly manner.
- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Teams etc.)
- Strong administrative skills, numeracy, accuracy and meticulous attention to detail is essential.
- Proven organisational and time management skills and a 'can do' attitude.
- Highly efficient with the ability to work under pressure and to tight deadlines.
- Ability to use own initiative and to take direction, as required.
- Reliable, honest and trustworthy.
- Hardworking, dependable, punctual and professional in approach to work.

## **HOURS OF WORK**

**This is a Fixed Term Contract from the 1 September 2026 to 3 July 2027.**

This is a full-time post of 40 hours per week for 34 term time weeks.

Flexibility will be required to support the demands of the department. The post holder will be expected to be available from Monday to Sunday as required to assist with a range of weekday and occasional weekend events, including but not limited to:

- Drama lessons
- Rehearsals after School which take place on a Monday, Tuesday and Thursday, from 4pm - 6pm (occasionally until 9 or 10pm) and also on some Sundays
- Productions and Trips.

## **REMUNERATION AND BENEFITS**

Competitive salary dependent on skills and experience, plus benefits package including:

- Pension scheme
- CPD opportunities
- Opportunities for development and progression
- Lunch provided free of cost during term time
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## APPLICATION PROCESS

### SUBMITTING AN APPLICATION

Full details and an application pack may be found at  
<https://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

**[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)**

**01732 365555**

Applications forms should be completed in full including a current cv.

**Closing Date:           Wednesday 20 May 2026 at 10am**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE  
ONLY CONNECT**

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**[TONBRIDGE-SCHOOL.CO.UK](http://TONBRIDGE-SCHOOL.CO.UK)**

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press