



**ALDENHAM**  
— SCHOOL —

## **DRAMA GRADUATE ASSISTANT**





## A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they

are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

## THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by the Head of Foundation, the Leadership Group, and SLTs of the three individual schools.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3-11 yrs) on the Aldenham Campus. St Hilda's School, Bushey, educates around 150 (girls only, 4-11 yrs) and Bluebird Nursery boys and girls (2-4 yrs) is based on a separate site around 4 miles away

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.



ALDENHAM

# School Aims and Ethos

## Our Aims

At Aldenham we educate young people so that they may flourish personally, in order to succeed academically and thereby contribute positively towards the world of their time. Our core values are expressed in the Aldenham Attributes (see below).

## Our Ethos

Our ethos is expressed in the Aldenham Model of Education, at the heart of which lies the development and wellbeing of every child. Our approach is one that creates Autonomy, Belonging, Competence and Purpose, all of which are essential for human thriving. Bringing these together drives the positive cycle of motivation and success, spurring each child on to succeed in ways that may look and feel different for everyone. Three areas of school life, academic, co-curricular and pastoral care interlock, providing our students with opportunities to learn, progress and excel. Drawing on the Foundation's boarding heritage, every student is known and enjoys recognition for their contribution to their community of peers and adults, who care about them as individuals.



## OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our students. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**





## BACKGROUND TO

# Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old students, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day students' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 students are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All students take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some will be offered the chance

to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents students, staff and families of all faiths and none. Students and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.



# DRAMA GRADUATE ASSISTANT (GA)

Aldenham School is looking to recruit a Drama Graduate Assistant for the academic year Sept 2025 – August 2026. The job of GA offers a graduate, the opportunity to gain experience of working within a busy Drama department and is likely to be of particular interest to those who are considering a move into a teaching career. Candidates considering undertaking an undergraduate course or engaged with the Theatre industry, will also be considered. It is possible that, for the right candidate, the role may include the opportunity to gain experience of classroom teaching, in addition to the duties outlined below.

The post is residential and includes free on-site accommodation provided by the school.

**Responsible to:** The Director of Drama.

## **Roles and responsibilities:**

1. To support the Drama Department to run effectively including planning and preparing warm-up activities, organising spaces and resources, and overseeing administrative tasks.
2. To work closely with students when they are creating/staging performance pieces or completing written work, fostering a love for learning, and performing whilst also giving them insight into the industry.
3. To provide expertise in acting and directing, contributing to the teaching and extracurricular program. This might include leading lunchtime clubs, assisting on evening trips, assisting/stage managing/co-directing/directing whole school productions which are of high production value and conceptually rich.
4. To support in costume, set and lighting planning. An area of design interest or expertise will be welcomed.
5. To complete weekly evening and some weekend exam and show rehearsals, as directed to by the Director of Drama.
6. To provide cover for class teachers as required and other ad hoc duties as required at the direction of the Director of Drama or Head of Senior School (e.g. Open Days/ Visitation Day).
7. To teach some lessons and adapt Schemes of Learning as required.
8. **If a resident tutor:** To assist with boarders' trips, boarding duties or involvement with the evening programme and with other School and House duties as appropriate.

## **Aldenham School Drama Department**

The Drama department is a strong and popular subject choice for students at all age groups; with an impressive track record of pupil success and academic achievement. Creativity, commitment, and confidence are the foundational principles which guide the department and its staff in all areas of provision. There are currently two full time members of staff in the department, supported by a theatre technician.

Drama lessons taught make use of blended teaching strategies, providing our pupils with a wide scope of practical and theoretical pedagogy which in turn prepares students well for their educational advancements. The delivery of a wide variety of experiences, complete passion and vibrant lessons, are

key to the success and interest in our subject. Extra-Curricular activities are also integral to the vibe of the department with several high production value plays staged each year, and trips to the West End, Fringe and Broadway a regular occurrence.

We are seeking a GA with energy, enthusiasm, ideas and strong subject knowledge, who is willing to make a difference within both the department as well as the whole school. The ability to contribute significantly to the wide-ranging extra-curricular programme in the department and the school will be a consideration in the appointment.

## **Terms and Conditions**

The GA is on “stand-by” to assist house staff in the event of staff absences etc.

Resident members of staff are required to sleep in school accommodation (rent free) during term time and will be on duty in a boarding house for 2 nights each week. Duty nights are arranged by rota. Overnight guests are allowed in accordance with school policy.

In return for contributing to school life, GAs will be provided with free meals during the school day and access to the School’s sporting facilities when available. Resident GAs also have free accommodation provided by the school, including heating, lighting and local taxes.

The annual gross salary range for the Graduate Assistant is £20,000 per annum.

## **Benefits:**

- Free (including bills/council tax) on-site accommodation.
- Free lunches during term time
- Proximity to Thameslink (25 minutes into Kings Cross) and London Underground Tube Lines, 12 miles from Central London.
- Collegiate community of on-staff site living in similar accommodation
- Community staff sporting activities (football, cricket, netball staff activities)
- Free use of school gym
- Eye test and glasses contribution
- Retail discounts
- Cycle to work scheme
- Membership of the School’s Contributory Pension Scheme
- Employee Assistance Programme Scheme

BACKGROUND TO

# Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our students with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website [www.aldenham.com](http://www.aldenham.com).





APPLICATION AND

# Recruitment Process

Aldenhams School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website [www.aldenham.com/other-information/job-opportunities/](http://www.aldenham.com/other-information/job-opportunities/). CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at [vacancies@aldenham.com](mailto:vacancies@aldenham.com).



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## SCHOOL

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PART OF THE ALDENHAM FOUNDATION

