

# Norwich School

## Graduate Assistant - Drama



### Job Description

**Job Title:** Graduate Assistant – Drama

**Reports to:** Deputy Head (Co-Curriculum) and Head of Academic Drama

#### Co-Curriculum Responsibilities:

- To direct a minimum of 3 shows per year. This would involve committing to longer days sometimes finishing late evening.
- To work with pupils in Independent Study and Scholars as required.

#### Curriculum Responsibilities:

- To lead in the teaching of some lessons involving planning, reporting and liaising with the HOD academic to support the teaching across all age groups.
- To support, direct and work with the HOD academic for curricular and examination year productions.
- To provide up to 10 periods of Cover teaching per week, as required.

#### Administrative Duties:

- To support the planning and execution of Educational Visits.
- To contribute to publicity for extra-curricular and curricular drama, liaising with the Marketing Department, as appropriate.
- To support and assist the Technical Manager as required.
- To help production of poster/ticket/web banner/programme designs.
- To photograph and video productions and workshops and make video diaries of productions.
- To organise Box Office and tickets for in-house productions and staff tickets for external productions, as required.
- To liaise with local theatres, as required.
- To submit cast lists to the relevant members of staff.
- To assist in the management of booking forms for productions (arranging facilities, caretaking & meals for productions).
- To purchase, source and organise props / set and costumes for production. To maintain and organise the costume and props store.
- To undertake other responsibilities which the Deputy Head (Co-Curriculum) considers to be appropriate to the role.

#### Personal Qualities

- To have achieved a drama related, degree level qualification or equivalent practical experience
- To be punctual, personable, reliable, enthusiastic
- To have knowledge of sound/lighting would be very useful
- To be a strong leader and a sensitive team worker as required
- To be capable of working unsupervised
- To support the aims and ethos of Norwich School
- To enjoy using your own initiative
- To have experience of ICT

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### What we offer in return:

Norwich School offers successful applicants the unique opportunity to gain experience within a dynamic, successful day school and work in a vibrant Drama department alongside a highly successful and experienced team.

You will have the opportunity to gain classroom and teaching experience, be part of an established Graduate Assistant team and friendly common room staff, attend Theatre visits, workshops and lectures relevant to the development of Drama and Theatre. You will also be able to pursue relevant and suitable creative projects of your own.

Please contact Kabrie Adams, Head of Academic Drama, for further information on 01603 728 430 or e-mail: [kadams@norwich-school.org.uk](mailto:kadams@norwich-school.org.uk)

### Salary and Benefits

#### Salary and Working Pattern

This is a fixed term contract from 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027. The Graduate Assistant will be expected to work on average 37.5 hours per week during term time, which is 34 weeks. The salary for this role will be £18,135 per annum.

The Graduate Assistant will be expected to be involved in the pastoral side of the school and may become a tutor for a specific year group within one of our eight houses. If the Graduate Assistant becomes a Tutor, the salary for this role would be £2,417 per annum.

Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

#### Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.