

Application Pack

Join us

Drama Technician

Closing date: Midday 25th June 2024

Start date: September 2024



TRINITY
SCHOOL



“Pupils are highly motivated and well prepared for the next stage of their lives, helped by the exceptionally high standard of pastoral care.”

ISI Inspection Report 2021



Welcome from the Headmaster

Thank you for your interest in working at Trinity. We hope that the information provided here and on our website will help you with your application and give you a flavour of our school.

Trinity is a special place to work and this derives, in part, from a kind and purposeful approach in all that we do. Our six-yearly inspection of the school took place in 2021 and the team from the Independent Schools Inspectorate judged us ‘Excellent’ in both areas of focus: Pupils’ Achievement and Pupils’ Personal Development. Our students’ ambition was highlighted, as was the all-round nature of their achievements: ‘Pupils achieve outstanding success academically and in a wide range of co-curricular activities’ and they ‘combine outstanding intellectual curiosity with a strong willingness to think independently’.

The inspection report also captured what we believe is one of the most important parts of our ethos: our ‘collaborative atmosphere’. At Trinity, great outcomes are delivered through a culture of strong values. In this nurturing environment, curiosity and ambition can be fully explored and expressed.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. It is our aim that students leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn and others to learn from.

Yours faithfully,

AJS Kennedy



An introduction to Trinity School

Trinity School is a selective, independent day school for boys aged 10 – 18, with a thriving, co-educational Sixth Form. As one of the top independent schools nationally, students come from all over London and the South-East. Almost all go on to further education or apprenticeships, with around 10% of the Upper Sixth gaining offers from Oxford or Cambridge each year.

The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields in Sandilands, fifteen minutes' walk from the school. The original building has been greatly extended, including the Mitre Theatre and the Shaw Building, which houses the Art, Design and Sports departments. Most recently we completed a new multi-million pound classroom block, a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a state-of-the-art Sixth Form Centre, a Sports pavilion and a Music School.

Parents whose income falls below a specified threshold are eligible for a bursary and this enables us to attract pupils from an unusually wide range of socio-economic backgrounds. Parents choose Trinity as much for its well-grounded and diverse community as they do for the school's academic standards and breadth of co-curricular opportunities.

"It is a school for any bright child, regardless of socio-economic background."

Trinity Parent



The Whitgift Foundation was created in **1596**, and subsequently **3** separate schools: Whitgift, Trinity and Old Palace

On average, we provide coaching, tournaments and sessions to **1,500** local primary

At Trinity we have **1000+** students, aged between **10-18**

767 hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, between April 2020 and March 2021



94% of GCSEs in 2022 were graded **9, 8 or 7**



27 acres of grounds

175 teaching staff
83 support staff



In 2022, **80%** of A Levels were graded A or A*

50% of A Levels were graded A*

Over **90%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years



Recently awarded **Excellent** by ISI (Independent Schools Inspectorate) and a Sunday Times **top 50** independent



50% of the student body receives some form of fee remission. Our bursary programme is one of the most extensive



Ranked **23rd Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2023, and 13th in London.

100+ clubs and activities



Vision and values

We welcome well-qualified, inspirational and dedicated staff who are committed to their own continual professional development. Our focus is on outstanding pastoral care; ensuring that relationships within the school are based on mutual respect within a highly supportive environment. Great outcomes are delivered through a culture of strong values. By focusing on ethos and character, we nurture extraordinary young people.

Trinity was founded to serve its community. Over the past few years, we have welcomed approximately 120 schools to a range of programmes including our STEMLink, CHEMLink and COMPLink events. The Trinity Primary School Maths Morning is another key event, while the Sports department teaches in local schools, provides in-person INSET and online resources, and hosts a range of tournaments, with our facilities also being used by many local schools.

Trinity also nurtures a partnership with Chipwepwete School in Malawi. We have raised more than £100,000, which has funded a free school meal programme and led to the construction of a library, teaching block and even a bridge so that students and their teachers can safely cross the river to reach school.



“Students develop into caring individuals with an appreciation for the community and world in which they are growing up.”

Trinity parent



“At Trinity we want to nurture extraordinary young people.”

Alasdair Kennedy



A culture of care

Trinity's focus is on relationships and positive interactions as the cornerstone for success. Students are encouraged to think about important interpersonal qualities, such as kindness, empathy, courtesy and personal responsibility.

Student wellbeing is central to all that we do and the school's pastoral structure provides a framework within which pupils grow and flourish. Tutors and Heads of Year take a lead role in supporting students and liaising with parents on pastoral matters, while the pastoral team are all trained in mental health first aid, and work alongside the nurses, counsellor and clinical psychologist to provide both physical and mental health support.

There are around 20 boys in each form in the Lower and Middle School. In the Sixth Form, tutor groups are formed of ten to twelve students. Students see their Form Tutor twice a day and these relationships are key: Tutors are there to listen, advise and help our students make and understand their own choices, and to act as the primary contact with parents.

We are proud of our reputation for providing outstanding pastoral care and, in the last two years, 100% of our new parents said that we achieve this.



“We have been very impressed by the quick response from the school when we had an issue with one of our sons. The peer monitoring system is great.”

Trinity Parent



“The pastoral care is amazing ... the teachers are my eyes and ears.”

Trinity parent



A vibrant co-curricular life

Trinity enjoys a vibrant co-curricular life. Music at Trinity has an international reputation, and each year the Trinity Boys' Choir is involved in a varied programme of demanding professional work. Drama flourishes and the school's sporting reputation is also very strong, with regular national and international success. There are over 100 clubs and societies, and regular visits are arranged to concerts, plays and exhibitions. All members of staff assist with these activities.



“The pastoral care is incredible... It feeds into how students are taught; meaning lessons are positive, stimulating and fun.”

Trinity Parent



Teaching and learning at Trinity

Teachers and support staff at Trinity enjoy a welcoming, comfortable and well-resourced environment. Our teaching is well researched and well evaluated, with professional development embedded into everything we do. We want our students to feel challenged and to approach difficulties with positivity and resilience, knowing that they are well supported.

Academic standards are consistently high, placing Trinity amongst the most successful schools in the UK. But, along with high academic standards, we believe that success comes in many different forms and seek out pupils with talents in specific areas such as Music, Art, Drama and Sport.

The School is divided into the Lower School (Years 6 to 8), Middle School (Years 9 to 11) and the Sixth Form. Most students in the Sixth Form study three or four subjects to A Level, while our Diploma programme helps students to engage in independent research and prepare for future pathways. To ensure that our pupils are stimulated and their potential fulfilled, we aim to teach “beyond the syllabus” while our co-curricular programme offers breadth and depth.

Our success has been on a consistently upward trajectory in recent years thanks in large part to exceptional teachers and teaching, and our supportive community.



“Natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching.”

ISI Inspection Report 2021



Training and Professional Development

We recognise that professional development is important for all staff at Trinity, it is our aim to support, encourage and role model positivity, resilience and a focus on life-long learning for everyone in our school community.

Trinity Graduate Programme

We aim to support unqualified teachers as soon as they are appointed, giving them everything they need to become successful and effective teachers in their subject areas. This programme is four years long, covering an unqualified year, PGCE (+ QTS) and two years as an ECT; presently all fully funded.



Aspiring Middle Leaders Programme

A year-long programme, delivered in collaboration with another local independent school. The course includes 1:1 coaching, a sustained change management project and a mixture of face-to-face and online workshops delivered by external speakers and in-school experts.

Aspiring Senior Leaders Programme

A year-long programme available from September 2023, the aim is to support middle leaders with the move to senior leadership roles by providing experience in whole school impact projects and participation in skill-based seminars. Again, with coaching, external speakers and in-school experts.

Other opportunities

We have a variety of opportunities for staff to contribute to the policy making and culture of both academic and pastoral provisions within the school. To name a few, we have: Teaching and Learning Steering Committee, Digital Learning Programme (whole staff in-school CPD), working groups and we actively support teachers with conducting practitioner inquiries and action research.

Sustained CPD

We invest heavily in our professional development programmes – time, experience, and funding. This includes our Sustained CPD Programme which provides financial support for external courses which require sustained commitment from staff, such courses include: Masters Degrees, Sports Coaching, DELF training and life coaching.

Working at Trinity

Salary and benefits

The John Whitgift Foundation salary scale is substantially above that of the maintained sector and a generous budget is allocated to professional development, with a variety of internal training courses also provided. The benefits package is summarised on the following page.

All staff are entitled to free lunches in the school restaurant and free membership of the Trinity Sports Club. The Sports Club boasts a 25m swimming pool, fitness suite, two large sports halls and several squash courts which are available to use during school holidays as well as term-time for staff and their family.

Staff are encouraged to take advantage of school facilities and co-curricular opportunities e.g. the climbing wall, discounted scuba-diving lessons, choirs, internal art competition, chess club, running club etc. There is also an active Staff Common Room Committee running regular social events.

Diversity, equity and inclusion

We are a diverse community at Trinity and strongly encourage applications from teaching and support staff from a range of backgrounds.

We aim to create a welcoming, respectful and safe environment for all members of our community. We believe it is the responsibility of all to uphold these values to ensure an inclusive working environment where diversity is celebrated and everyone can contribute and thrive.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.



Safeguarding and welfare of students

Trinity is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check and full social media check.

We regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.

“Pupils’ natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching.”

Trinity Parent

About The John Whitgift Foundation

We are part of the John Whitgift Foundation, a leading education and care charity with a vision to support people of all ages and backgrounds. As one of the largest bursary providers in the country, it grants thousands of young people access to an outstanding education that many could not otherwise afford. Through its care homes and services, it also gives older people a sense of community, comfort and joy in later life.

Thanks to the support of the Foundation in addition to our own fundraising activities, Trinity’s bursary programme is one of the most extensive in the UK. Our aim, through our ‘1 in 5’ campaign, is to be able to offer life-changing bursaries to 20% of our student population.



Benefits

Full details available on:
www.johnwhitgiftfoundation.org

Discount Club

Exclusive savings on 1000s of products and services

Health Wellbeing Scheme

Corporate discounts at over 2,500 health clubs and gyms. Free use of the school Sports Club.

Private Medical Insurance

Favourable rates for staff who wish to be covered by a private medical insurance policy

Bupa Cash Plan

Help towards the cost of your everyday healthcare

Car Zone

Personal private car purchase

Croham Hurst Golf Club

Concessionary Membership and Green Fees

Give as You Earn

Tax free donations to your chosen charity

Staff Fee Remission

Discounted school fees for School Staff

Season Ticket Loans

Help with your yearly travel costs

Life Assurance

Pension scheme members are also entitled to group life assurance

Childcare Scheme

Tax free Childcare Schemes

Pension Scheme

Membership of a generous money purchase pension scheme for all support staff and the Teachers Pension Scheme (TPS) for teachers currently

Professional Development

Apply for funding towards sustained continuing professional development

The Post – Drama Technician

We are seeking to appoint a Drama Technician to work alongside our Drama Department, supporting the Drama Department with the technical operation of classwork, examinations and productions.

Reports To

Director of Drama

Job Description

It is expected that the candidate will have a specialism in lighting, sound and/or set design, and will use their enthusiasm for and knowledge in these areas to support the Department and students.

Overall

- Provide technical support as required for the curricular and co-curricular work of the Drama Department
- Work closely with the Head of Productions in the planning, staging and delivery of termly productions
- Attend all technical rehearsals, dress rehearsals and performances
- Manage the weekly Technical Theatre Club
- Do anything reasonably asked by the Director of Drama/Head of Productions.



Work with the Director of Drama to:

- Supervise GCSE and A Level technical candidates with the preparation of exam work, including lighting/sound portfolio, attending lessons as required by the Director of Drama
- Coordinate the programming and operation of lighting, sound and props for examination groups
- Liaise with the Technical Services Manager to ensure the filming of public examination performances and performances for internal moderation
- Introduce basic lighting and sound to Lower school Drama classes.

Work with the Head of Productions to:

- Coordinate the lighting, set and sound design for school productions: this might involve overseeing students working in these roles and/or leading discussions with external companies about the hire of resources and manpower
- Where necessary, lead conversations with external designers and technicians in their support of large-scale productions
- Manage the student technical crew, ensuring health and safety guidelines are adhered to and appropriate training is undertaken
- Source or make props as required
- Liaise with the Technical Services Manager to ensure the filming of productions where licensing permits recording.

General Responsibilities:

- Take responsibility for the health and safety of the performance areas, ensuring that health and safety policies are adhered to including the induction of staff and students
- Ensure that the Mitre Theatre and associated performance spaces are effectively managed, that all issues of maintenance or repair are dealt with promptly via the Maintenance Department and that they are always fit for use
- Ensure that the Mitre Theatre and associated performance spaces are kept tidy and well-organised and that storage and construction areas are regularly maintained
- In conjunction with Estates Department, be responsible for ensuring all relevant equipment in all venues is certified safe for use (e.g. through PAT testing)
- Work with appropriate staff in support of new projects and initiatives
- Attend weekly meetings of the Drama Department to discuss current and future activities.

The Department

The Drama Department aims to:

- Embed an appreciation of creating, performing and responding to live theatre and performance amongst students
- Encourage students to develop essential skills in communication and self-confidence alongside furthering their knowledge in performance and backstage elements of theatre
- Enable students to gain an understanding of the cultural impact of theatre
- Enable all students to become involved in drama through performance, directing, design or technical roles
- Provide students with opportunities to work with industry professionals through workshops and masterclasses
- Ensure students are given opportunities to attend a wide range of high quality professional productions in London and the surrounding area.

The department occupies two multi-purpose performance spaces, the 140 seat Mitre Theatre and our 470 seat school Concert Hall. Routine lessons and regular performances take place here and in our versatile Studio. The departmental office is well resourced with an extensive library of books and plays much used by the staff and students. The department puts on three flagship productions a year, in which students take on key backstage responsibilities such as Stage Management, Lighting and Sound Design, and Assistant Direction. These productions are interspersed with showcases, drama festivals (internal and local) and exam performances. Students develop their passion for acting, performance and design in our robust co-curricular programme, featuring LAMDA, Lower School Drama Club and Technical Theatre Club. Technical Theatre Club meets weekly to support the backstage design and operation of our termly productions. We capitalise on our proximity to London with twenty theatre trips a year, inspiring students' practical work with the wealth of outstanding professional theatre on our doorstep. Our Backstage Platforms bring the industry professionals to Trinity, wherein we regularly invite directors, writers, actors and designers to run workshops and presentations with our students.

Application Process

Timescales

Please apply online at www.trinity-school.org/vacancies as soon as possible and no later than midday on 25th June 2024. Interviews are likely to be held w/c 1st July 2024. Trinity School reserves the right to interview and appoint before the published closing date.



Person Specification

- Experience of the theatre industry or experience of working in a similar environment
- We are seeking an applicant who is enthusiastic, energetic and adaptable, and able to take on the challenges of a busy school environment
- Excellent administrative, communication and interpersonal skills combined with an empathetic approach to handling a busy schedule with a mutual objective
- A passion for putting on high quality school productions
- A good eye for detail and an understanding of how the performance spaces at school need to be presented
- An ability to work flexibly, independently, efficiently and to deadlines
- A commitment to keeping up to date with developments in theatre production is desirable.

Terms and Conditions

- Full time, 40 hours per week, 52 weeks per year
- Salary £24,000-£32,000 dependent on experience
- Five weeks' holiday
- The nature of the post requires flexibility in relation to evening and weekend working, with time off in lieu
- Trinity School is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check.

Please contact

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PA to Headmaster

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Further details about Trinity may be found on our website **www.trinity-school.org**.

Apply online at **www.trinity-school.org/vacancies**

Thank you for your interest in Trinity School

