

Head of Drama

Responsible to: Senior Deputy Head

Salary: Competitive

Contract Type: Permanent, Full Time, Term Time.

Hours of Work: 1.0 FTE



Job Purpose

The post-holder is expected to uphold and actively promote the ethos of the School. The Head of Drama reports to the Senior Deputy Head and is ultimately accountable to the Headmaster. The focus of the role is to provide teaching of the highest quality together with excellent leadership, management and organisation of the Drama Department. This will ensure the School delivers an outstanding drama education while providing a vibrant programme of productions and performance opportunities that enable pupils to achieve their full creative potential.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative

opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

General Description and Responsibilities

In addition to fulfilling teacher and tutor responsibilities, the Director of Drama will also undertake the following responsibilities:

Leadership and Management of the Drama Department

- Lead the day-to-day running of the Drama Department, ensuring its effective organisation and smooth operation.
- Maintain the highest standards of teaching, learning and dramatic performance across the department.
- Provide strategic leadership for the development of Drama across the School.
- Implement, review and monitor departmental policies, procedures and the Drama Department handbook
- Oversee the maintenance, organisation and development of departmental resources, costumes, props, technical equipment and performance space.
- Ensure the department operates in accordance with Health and Safety requirements, including theatre-specific health and safety procedures.
- Manage the departmental budget and ensure the effective use of resources.
- Communicate effectively with parents regarding curriculum provision, productions and student participation.
- Liaise with members of the Senior Leadership Team and colleagues to support the strategic development of Drama across the School.
- Promote a positive, inclusive and creative learning environment where all pupils are encouraged to participate and excel.

Teaching and Learning

- Lead the development of outstanding teaching and learning within the Drama Department.
- Monitor student progress and achievement across all year groups.
- Ensure appropriate assessment, reporting and feedback procedures are implemented consistently.
- Support colleagues in maintaining high standards of classroom practice and professional development.
- Promote innovative approaches to teaching and learning that inspire creativity and confidence.

Productions and Co-Curricular Drama

- Plan, direct and oversee the School's programme of drama productions throughout the academic year.
- Organise auditions, rehearsals and performance schedules.
- Coordinate the department's contribution to assemblies, open mornings, community events and other School occasions.
- Encourage broad participation in drama through clubs, productions and enrichment opportunities.
- Develop links with local theatres, performing arts organisations and the wider community where appropriate.

Department Administration

- Manage departmental administration, including timetabling, event planning, production schedules and examination requirements.
- Produce and maintain departmental documentation, including the Drama Department handbook.
- Ensure departmental events are appropriately planned and coordinated within the School calendar.
- Maintain accurate records relating to student participation, assessments and productions.

Professional Responsibilities

- Work collaboratively with colleagues across the School to promote interdisciplinary learning and the performing arts.
- Support the appraisal, induction and professional development of departmental staff.
- Contribute positively to the wider co-curricular life of the School.
Uphold safeguarding, child protection and Health and Safety responsibilities at all times.
- Undertake any other reasonable duties appropriate to the role as requested by the Deputy Head or Headmaster.

National and School Standards

- Actively contribute to the ethos and values of the School.
- Maintain positive and professional relationships with pupils, parents and colleagues.
- Demonstrate the highest standards of professionalism and conduct.
- Adhere to all School policies, including safeguarding, child protection and Health and Safety.
- Support the wider life of the School through co-curricular activities and performances.
- Participate fully in the School's appraisal and professional development processes.
- Undertake duties appropriate to the role in line with School expectations.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will undertake other reasonable activities required to meet the needs of the School.

Person Specification

Criteria	Essential	Desirable
Education, Training and Qualifications	• Educated to degree level in a relevant discipline. • PGCE/PGDE qualification. • Eligible for registration with GTCS.	• GTCS registered. • Evidence of continued professional development.
Experience	• Proven experience of teaching at secondary level • Experience of teaching across the full age and ability range of secondary education. • Experience or understanding of pastoral support. • Experience of planning and producing dramatic performances • Experience of working across school and with external organisations to deliver productions	• Experience of teaching or knowledge of the IB curriculum. • Experience of leading aspects of an academic department. • Experience of using data to track pupil progress. • Experience of inquiry or concept-based learning.
Skills	• Commitment to pupil learning and raising achievement. • An excellent classroom practitioner. • Ability to create and deliver engaging and effective lessons. • Enthusiasm to inspire in pupils a desire to learn and participate.	• Skills and experience which can contribute to extra-curricular activities. • Experience of Managebac, Openapply or other related databases.
Interpersonal skills	• Ability to work as part of a team. • Ability to work independently and take responsibility for planning own workload.	

	• Collegial, reflective and collaborative with a growth mindset, willing to share expertise and to learn from others. • Ability to work calmly under pressure and keep to deadlines. • Sensitive to the needs of others and supportive when required. • Professional manner and appearance.	
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All post holders will require to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#). The closing date and time for applications is Noon on **13th September 2026**. We reserve the right to close the vacancy earlier.

Please note : St Leonards cannot offer visa sponsorship therefore applicants must have the right to work in the UK. Any questions may be directed to recruitment@stleonards-fife.org in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.