



ALDENHAM

SCHOOL

Drama Technician





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 a Head of Foundation and Heads 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

Aldenham School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- Attentive and committed learning and teaching
- Wide opportunities for participation and experience beyond the academic curriculum
- The highest standards of pastoral care
- The development of every individual child to realise and exceed their potential
- The development of personal qualities in its pupils which will enable them to be widely admired beyond the school itself
- A sense of community in which pupils, staff, parents and governors can take pride and be valued

OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our pupils. 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 pupils, 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 pupils' 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 pupils 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 pupils 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 pupils, staff and families of all faiths and none. Pupils 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 and Theatre Technician

The School wishes to appoint a Drama and Theatre Technician with expertise in Lighting.

The job role is for 40 hours per week, term time plus four weeks during school holidays. During term time there will be a need for flexibility to support planned events and shows outside of normal core hours including evening and weekend work.

It is essential that the candidate is qualified to a degree level in lighting design or another relevant technical discipline i.e. Set Design. Alternatively, the applicant is expected to have professional industry experience. As a pivotal part of the Drama team, the Theatre Technician will provide support with all technical aspects of theatrical productions, workshops, rehearsals, practical examinations, and drama lessons. The post is suitable for those with strong experience, aligned with excellent skills in sound, lighting and AV design and operation. Overseeing the day-to-day running of a theatre, the role-holder will also be involved in set design and creation, management and organisation of drama resources, ensuring that the Drama department is compliant with health and safety legislation.

Main Duties

Whilst not an exhaustive list the principal responsibilities are:

1. Maintaining, rigging and using Lighting, Lighting Board (ETC ION XE) Sound board and software (QLAB) and other specialist theatre equipment.
2. Building, co-coordinating and constructing stage scenery, set and props.
3. Assisting in developing creative and interesting decisions when developing set, lighting and sounds designs for all productions to the highest professional standard.
4. Sourcing/making props and costumes.
5. Working some late evenings and weekends towards the lead up of show week.
6. Keeping the Department well stocked with essentials.
7. Organising, maintaining and keeping Theatre and School Calendar updated.
8. Camcorder operation and transfer of digital media to allocated locations.
9. Working confidently at height, heavy lifting and use of pyrotechnics.
10. Keeping all working areas clean, tidy and safe.
11. Managing and providing support to students undergoing Technical Theatre qualifications.
12. Managing the student Stage Crew enrichment activity.
13. Training and co-ordination of staff and pupils in sound, lighting and set construction as required.
14. Assisting with lighting and sound equipment where required for events throughout the school as requested by Director of Drama.
15. Running errands as required by the Director of Drama.
16. Following Theatre & Aldenham School's Health & Safety Policies and carrying out Risk Assessments for Productions for the Director of Drama to sign off.
17. Assisting with set up of equipment for lessons when required.

Essential Person Specification

1. Commitment, creativity and confidence in all Technical Theatre aspects.
2. Excellent communication skills.
3. Ability to work in a timely fashion to meet deadlines and organize a busy Theatre calendar and its areas.
4. Self-motivated and proactive work ethos.
5. Previous experience with ETC ION XE, QLab and all aspects of lighting and sound.
6. Experience and ability to set building, carpentry, craft and design.
7. Ability to maintain and operate electrical and mechanical equipment.
8. Ability to work with enthusiastic teenagers.
9. Ability to use a computer (word processing; sound editing; PowerPoint; internet; data transfer).
10. Fully clean driving license.
11. Flexible, with a calm temperament.
12. Ability to work as part of a team and take instructions from team leader.
13. Working knowledge of Health & Safety issues in a theatre and school environment.
14. Clean, tidy and presentable appearance.

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 production achievements. Creativity, commitment, and confidence are the foundational principles which guide the department and its staff in all areas of provision.

Performances are always of high production value with imaginative play concepts, lighting and sound choices. Students have use of a full theatre stage, a green room and also a technicians box. Technology used is state of the art with a continuous desire to make every performance even more visually advanced and impressive than before.

We are seeking an inspiring practitioner with energy, ambition and flair, who is willing to make a difference within both the department as well as the whole school. The ability to effectively manage all technical aspects of Drama and Theatre will be a consideration in the application process.

Applicants are expected to be experienced in technical theatre within their training and/or previous roles.

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 pupils 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.



APPLICATION AND

Recruitment Process

Aldenham 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/. 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.

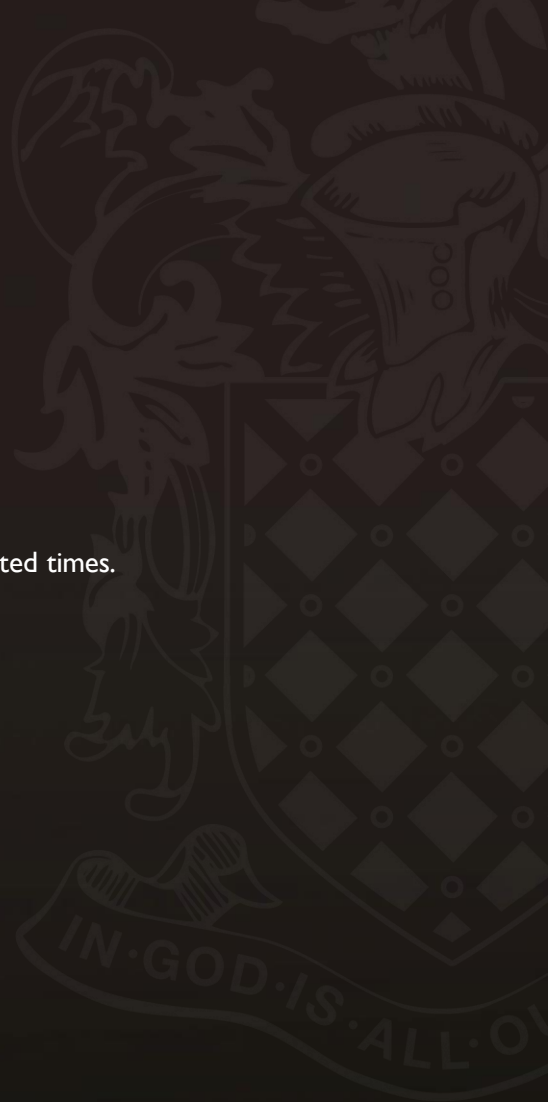
Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.





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PART OF THE ALDENHAM FOUNDATION

