



CITY OF LONDON  
SCHOOL FOR GIRLS

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Drama Graduate Assistant



# The role

Reporting to: Director of Drama

Fixed-Term Contract – Term-Time Only (one academic year)

Start date: 1st September 2025

Salary: Grade B (Term Time Only, 37.5hrs per week) starting at £24,677 (incl. Inner London Weighting) plus contractual hours payment of £1,374

## Overview

City of London School for Girls (CLSG) is seeking a dynamic and dedicated Drama Graduate Assistant to join its vibrant Drama Department for the 2025–26 academic year. This is an ideal opportunity for a recent drama graduate who is passionate about theatre, education, and working with young people.

This fixed-term, term-time role offers practical, hands-on experience in drama education, directing, and theatre-making, within a high-achieving, creatively ambitious independent school. The successful candidate will gain valuable school-based experience and be a key contributor to both curricular lessons and the co-curricular life of the department.



# Job purpose

The Drama Graduate Assistant will work closely with the Director of Drama and departmental staff to:

- Support the delivery of high-quality drama lessons.
- Assist in the rehearsal and production of school plays and performances.
- Contribute to the creative, technical, and administrative running of the department.

This is a highly practical role that combines classroom assistance, rehearsal support, and co-curricular involvement.

## **Key Responsibilities**

### **Curricular Support**

- Assist with practical lessons across KS3–KS5, including warm-ups, group work, and rehearsal support.
- Occasional cover of drama lessons during busy examination periods.
- Work with students on devising, text-based scenes, and ensemble performance.
- Help with sourcing, organising and set up of props, costumes and rehearsal spaces.
- Provide informal support to students preparing for performances or assessments.

### **Co-Curricular and Production Support**

- Act as Assistant Director or Stage Manager on school productions.
- Supervise students during rehearsals, technical runs, and performances.
- Support before-school, lunchtime, and after-school rehearsals.
- Assist with theatre trips, workshops, and enrichment projects.



# Summary of responsibilities

## **Administrative and technical support**

- Support the maintenance of costume, props, and equipment stores; ensure studios are tidy and functional.
- Help with marketing and publicity (e.g. posters, programmes, displays, digital content).
- Organise rehearsal schedules, sign-ups, and production documentation.
- Operate or support lighting and sound desks during shows (training provided).
- Liaise with visiting artists and theatre professionals.



# The drama department

CLSG's drama department is collaborative, forward-thinking, and rooted in professional practice. We value imagination, critical thinking, and inclusive storytelling.

## **Curriculum highlights:**

- Drama is taught throughout Years 7–9 with a strong emphasis on ensemble, movement, and devised work.
- GCSE (Eduqas) and A Level (Edexcel) Drama are popular and successful, with a focus on contemporary, physical, and global theatre.
- Lessons integrate rigorous academic study with practical creativity and reflective critique.

## **Facilities:**

- A dedicated black box studio with lighting and sound.
- A flexible Main Hall performance space and outdoor amphitheatre (MOAT)
- Extensive costume and props stores and portable staging.
- Use of iPads and OneNote to support creative planning.

## **Co-curricular highlights:**

- Annual Senior and Junior School productions.
- A musical every other year and student-led House Drama Competition.
- A yearly bilingual play.
- Collaborations with external artists, theatre companies, and venues.
- Student opportunities in directing, writing, technical theatre, and production.

## **Opportunities:**

- First-hand experience of teaching and theatre-making in an ambitious Drama department
- Mentoring from experienced teachers and directors
- The chance to contribute creatively to productions and student-led work



# Person specification

## **Essential**

- A degree in Drama, Theatre, Performing Arts, or a closely related subject
- A keen interest in theatre education and/or arts administration
- A warm, collaborative, and proactive attitude when working with young people
- Strong communication, time management, and problem-solving skills
- Flexibility to work variable hours during production periods

## **Desirable**

- Previous experience working in a school or youth arts setting
- Familiarity with stage management, lighting, sound, or costume design
- Interest in directing, movement, or devised theatre
- Confidence using iPads and digital tools in creative contexts
- Ability to support students in plays in a foreign language



# Staff development and benefits

Members of staff at the City of London School for Girls enjoy competitive salaries.

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CLSG.

The school is part of the City of London Corporation along with City of London School, Freeman's School, and City Junior School.

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff. The school offers free and confidential employee assistance helpline.



# How to apply

The closing date for this role is 9am on **29 August**. Interviews will take place on a rolling basis as applications are received.

**We reserve the right to close this advert early upon a successful appointment.**

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

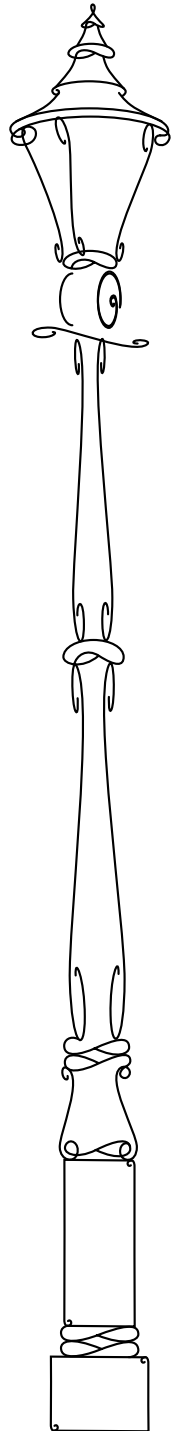
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

The City of London Corporation is committed to equal opportunities and welcomes applications from all sections of the community.

## Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees of the City of London Corporation

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





# Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, [which is available here](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. [Our recruitment policy can be found here.](#)

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



# Our school and our values

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

The school has about 800 pupils. There are c,200 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries.



# Our ethos

Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

We reflect the City's pioneering energy in the liberal, scholarly education it offers and in our inclusivity. We encourage pupils' curiosity and courage, emphasise respect, collaboration and connectedness for communal and individual success. We seek to build readiness for the world that our location and ethos so distinctly delivers.

Our values of respect, responsibility and resourcefulness underpin our ethos.

# Our vision

We inspire our pupils to **find their space to pioneer.**





Our strategic development plan will *ready* our pupils in five key areas:



[Our strategic development plan can be read in full on our website by clicking this link.](#)