



KING'S HOUSE SCHOOL
RICHMOND

Head of Drama



Welcome from the Head

Thank you for your interest in King's House School. I am very proud of our staff here at KHS, and we are a friendly and caring school with a strong sense of community, where pupils can thrive and flourish. The pastoral aspect of school life is at the heart of everything we do, and we pride ourselves on providing an inclusive environment that is both nurturing and challenging. I am proud of the supportive and collaborative culture at King's House, which helps staff and pupils to be the best they can be.

It is a joy to watch our pupils grow into confident young people, ambassadors for King's House when they leave us at 13+ to go onto a wide range of day and boarding Senior Schools. We value a broad and balanced academic education, enabling our pupils to develop their academic, social, sporting, emotional and artistic attributes.

We are committed to recruiting excellent staff across our teaching and non-teaching departments and King's House School Enterprises, with the opportunity to develop careers. You will be joining the school at an exciting time, when we are investing in our facilities to ensure an inspiring education for students for many years to come. In September 2024, the school moved to coeducation with girls currently in over half of our year groups.

I hope this provides you with a flavour of what life is like at King's House School, with a staff team who develop enthusiastic young people who can be relied upon to make a positive contribution in all areas of school life.

Mark Turner

Head



King's House School

King's House School was founded in Richmond in 1946 and has been a boys' prep school since then until September 2024, when girls joined for the first time as we move to co-education. The school operates on three sites in or around Kings Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for pupils from Year 4 to Year 8) is at 68 Kings Road, the Junior Department on its own site just down the hill, and the Nursery around the corner on Princes Road. The school also has a 35-acre sports ground just over Barnes Bridge, where there are numerous pitches, athletics facilities, cricket nets, tennis courts, two 3G pitches and all-weather pitch.

All children in the Nursery are guaranteed a place in Reception, and there are also small intakes at Years 3, 4 and 7. Pupils generally stay until 13 when they move on to a wide range of single-sex, co-ed, day and boarding schools, with a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, in Hedgehog Class (rising 3s), are based on the top floor and Squirrels and Rabbits Class (rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery, and the ground floor has an additional Woodland Library also used for small group activities and specialist teaching. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music, Drama and Computing departments.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry to Reception with about forty children in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum, but pupils do have lessons with specialist teachers for Music, languages, PE and Games and Computing. All children take swimming lessons at a local pool from Years 1 - 3, and the Early Years and Key Stage 1 regular use The Nest, the outdoor learning area the Sports Ground. Pupils have Games lessons at the Grounds from Year 1 once a week, and twice a week from Year 3.

Pupils move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, Astro turf pitch, two computer

rooms, two science laboratories, a new design technology room and music area. There are three forms in each year group. Forms are mixed-ability in Years 4 - 6 with some subjects setted, and streamed in Years 7 and 8. Pupils experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the pupils follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the pupils are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concerts and many more performance opportunities for music, as well as numerous games fixtures and sporting activities. There are also outings for all years to enrich the curriculum, and from Year 3 residential trips in the summer term.

King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school. We cherish each pupil as an individual and provide them with the skills and mental resilience to succeed in whatever path they choose to take. Small class sizes means that we can get to know each child and identify their unique strengths, interests and passions.



The Role

We are seeking to appoint a Part-Time (0.8 FTE) Head of Drama from September 2026 to work primarily with Years 4-8, teaching drama classes and leading productions. We expect the successful candidate to put on a number of productions across the Senior Department (Years 4-8) throughout the year.

How to apply: please complete the application form on our website

<https://kingshouseschool.org/application-form/>

Closing Date: 15th May 2026

Start Date: 1st September 2026

- Salary: King's House Salary Scale
- Reporting to: Deputy Head
- Contract type: Part time, One Year Fixed Term Contract (until 31st August 2027)
- Free school lunches during term time
- Generous contributions to a defined contribution pension scheme

We welcome early applications and will consider holding interviews before the closing date for strong candidates.





Job Description

Responsibilities

To include but not limited to:

- teach Drama to Year 4 – Year 8
- run extracurricular drama clubs and activities for years 4-8
- direct and organise a production each year for each year group (according to an agreed schedule)
- liaise with the peripatetic LAMDA teachers
- facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential
- contribute to raising standards of pupil attainment
- help to organise events and excursions that support the Drama curriculum
- employ a range of teaching methods and apply them effectively, according to the maturity and ability of the pupils and the desired learning outcomes
- plan work in accordance with department schemes of work
- contribute to department schemes of work
- take account of pupils' prior levels of attainment and use them to set targets for future improvement
- set appropriate homework tasks and set work for pupils absent from school when needed
- maintain good discipline and take responsibility for initial disciplinary sanctions (in accordance with school's policy)
- set high expectations for pupils' behaviour by establishing a purposeful working atmosphere
- promote effective learning by pupils through the development of mature work habits and a range of learning skills and methods
- liaise with support teachers particularly the learning support team and the office staff
- be familiar with assessment and examination results of pupils, if appropriate, and use these when planning lessons and work
- keep up to date with current developments in your subject area and attend relevant in-service training both within and without the school
- undertake responsibility for specific areas within the department as identified by SMT
- make use of ICT and other technologies to promote achievement
- ensure that all lessons are well planned and that records of pupils' work are kept
- mark (in accordance with the school's and, where appropriate, department policy), monitor and return work, if appropriate, within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate
- carry out assessment programmes (reports, grades) in accordance with school guidelines
- attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- devote sufficient time outside of formal school hours for preparation, assessment and administration

Job Description

Responsibilities

To include but not limited to:

Professional Duties and Expectations

- inspire pupils with an enthusiasm for the subject and a love of learning
- employ a range of teaching methods and apply them effectively, according to the maturity and ability of the pupils and the desired learning outcomes
- plan work in accordance with department schemes of work
- contribute to department schemes of work
- liaise with colleagues on the planning of units of work for collaborative delivery and the development of teaching materials and resources
- take account of pupils' prior levels of attainment and use them to set targets for future improvement
- set appropriate homework tasks and set work for pupils absent from school when needed
- maintain good discipline and take responsibility for initial disciplinary sanctions (in accordance with school's policy)
- set high expectations for pupils' behaviour by establishing a purposeful working atmosphere
- set appropriate and demanding expectations for each pupil's learning, motivation and presentation of work
- promote effective learning by pupils through the development of mature work habits and a range of learning skills and methods
- liaise with support teachers particularly the learning support team and the office staff
- be familiar with assessment and examination results of pupils and use these when planning lessons and work
- keep up to date with current developments in your subject area and attend relevant in-service training both within and without the school
- undertake responsibility for specific areas within the department as identified by the head of department
- make use of ICT and other technologies to promote achievement
- ensure that all lessons are well planned and that records of pupils' work are kept
- fully meet the requirements of examination regulations and other requirements of forms of assessment within the school
- mark (in accordance with the school's and, where appropriate, department policy), monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate
- carry out assessment programmes (reports, grades) in accordance with school guidelines
- attend the appropriate parents' evenings to keep parents informed as to the progress of their child
- devote sufficient time outside of formal school hours for preparation, assessment and administration





Job Description

Responsibilities

To include but not limited to:

Professional Duties and Expectations (applicable to all teaching roles)

- support and promote the aims and ethos of the school
- treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- set a good example to pupils in terms of dress
- arrive at school in good time (by 8.15am) and remain at school until the end of the working day, allowing enough time after this for further preparation
- carry out break and supervisory duties as designated
- promote the aims of the school when attending and participating in events such as assemblies, Visitor Mornings and sports, music and drama events
- take responsibility for own professional development and participate in training when provided
- reflect on own practice and contribute to the process of continuous improvement of the school eg participation in mutual observation process (within department and across the school)
- contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate similarly in the games programme
- contribute to the corporate life of the school through effective participation in all meetings
- read and adhere to all the school policies as outlined in the school handbook(on line) and contribute to the development of new policies
- undertake all responsibilities as prescribed within school policies
- ensure that all deadlines are met as published
- undertake professional duties as may be reasonably assigned
- Be proactive and take responsibility for matters relating to health and safety and all other legislative requirements
- Take on opportunities for additional roles and responsibilities
- attend school outings and take part in residential trips as needed
- drive a minibus and be first aid trained if possible
- cover for absent colleagues
- Support and promote the school in the development and maintenance of its charitable aims

General School Duties

- promote and support school academic and pastoral policies
- carry out break and supervisory duties as designated
- attend staff briefings and meetings, parent meetings and other meetings outside normal school hours as required
- attend school outings and take part in residential trips as needed
- drive a minibus if possible

Person Specification

The ideal candidate will have some or all of the following:

- Appropriate qualifications (eg. Degree)
- Educated to degree level (Science or Primary Trained with an interest in Science is desirable)
- Relevant teaching qualification - PGCE or equivalent
- The role could be suitable for an ECT, if looking to become a Science Teacher
- Proven track record of successful learning and teaching in range of subjects
- Excellent classroom management skills
- Ability to work collaboratively and supportive
- Enthusiasm for teaching and desire to help young people to succeed
- Willingness to contribute to the extra-curricular life of the school
- An ability to teach other subjects would be an advantage
- Experience being a Head of Department advantageous

Duties as a Form Teacher (where appropriate)

- be the first point of contact for pupils and parents
- be responsible in the first instance for the general welfare of the pupils in that form
- be responsible for overseeing a pupil's academic and social progress in school that year
- co-ordinate the form's school reports and write a general report for these pupils
- register the form each morning
- disseminate any information or correspondence as required
- maintain an ordered, attractive Form Room in which the pupils can take pride as their base
- help the form to develop a collective spirit of loyalty, trust and support
- prepare a form assembly annually





Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.

If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR Manager via email: towersey-veal.g@kingshouseschool.org or detail the adjustments in your application.



KING'S HOUSE SCHOOL
RICHMOND

020 8940 1878 info@kingshouseschool.org

King's House School, 68 Kings Road, Richmond, TW10 6ES