



Second in Charge of Drama/ Production Arts

Recruitment Pack

Salary: Inner London Teacher
Pay Scale + TLR 2.1

Application Deadline:
9am Monday 19th October 2026
Interview:
Thursday 22nd October 2026

**We reserve the right to
interview as applications are
received - early applications
will be progressed asap**

*Educating Successful Women
of the Future*





Welcome

Thank you for your interest in joining our team at Ricards Lodge High School. We have been an outstanding school since 2017 confirmed in our most recent inspection, September 2023 when it was reported that our school provides all pupils with an “exceptional education”.

We are a successful, vibrant and innovative school with a tradition of academic excellence, catering for girls between the ages of 11- 18. We have a strong reputation for our performing and visual arts as a previously designated specialist school. We have a joint co-educational Sixth Form, RR6, with a range of academic and applied courses on offer, set in a stand alone Sixth Form block. We have a new STEM sixth form building opened in May 2026 with three science laboratories and a CAD Suite for Technology and cafe.

Our staff are committed to delivering a high quality educational experience including academic excellence *and* personal development. We are passionate about staff wellbeing and staff development and our teachers are supported to thrive and inspire each other.

Consultation and staff voice are highly valued through timetabled staff working parties and regular feedback.

We are privileged to be such a diverse school and we are proud of the harmony that exists between us all. Our curriculum and extra-curricular activities give us the opportunity to prepare our students to take their place in the changing global society.

Our mission, ‘educating successful women of the future’ guides us in our work.

Our School Values

We Aspire
We are Resilient
We have Compassion
We champion Equality
We work Together



About You

You are an ambitious, visionary, and passionate Drama teacher with leadership capacity or clear aspirational potential to step into middle leadership as Second in Department. As a dynamic classroom practitioner, you have a proven track record or strong capability in teaching across Key Stages 3, 4, and 5, including either GCSE Drama, A Level Drama, and Level 2 BTEC Performing Arts across Acting and Production Arts streams. Whether your core strength lies in performance or in technical theatre and production skills, you bring creative flair, exceptional subject knowledge, and high expectations to every classroom.

Motivated by educational excellence and inclusive practice, you possess a genuine passion for driving extracurricular life, school productions, and cultural enrichment.

Crucially, you share our school's commitment to trauma-informed education, approaching student development with empathy, consistency, and a clear understanding of how to build safety, resilience, and confidence through the arts. You are ready to help shape departmental strategy, inspire colleagues, and ensure Performing Arts remains an outstanding cornerstone of our school community.

EDUCATING SUCCESSFUL WOMEN OF THE FUTURE

1

WE ENJOY LEARNING
AND INTELLECTUAL
CHALLENGE



2

WE EMPOWER
STUDENTS AND VALUE
RELATIONSHIPS



3

WE GROW STAFF
TALENT AND HAVE A
SHARED SENSE OF
PURPOSE



4

OUR ESTATE PLAN IS
AMBITIOUS AND WE
PLAN AND RESOURCE
SUSTAINABLY



5

WE INCLUDE PARENTS
AND COMMUNITY AND
OUR SCHOOL IS A HUB
OF ACTIVITY



Drama Department Information

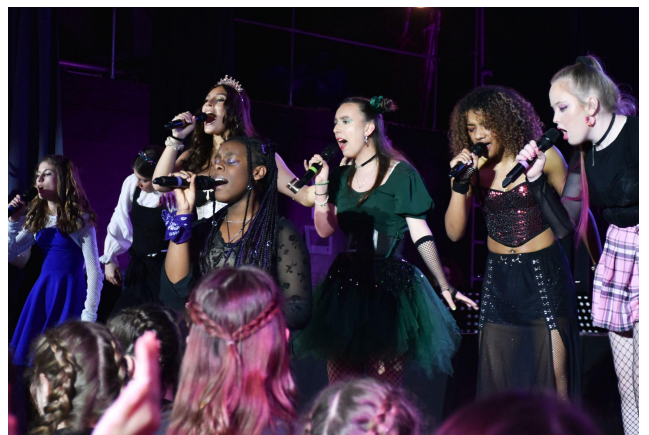
At our school, educating successful, confident, and compassionate Women of the future goes hand in hand with championing creative expression. Supported directly by an SLT that deeply values and invests in the Arts, our Drama and Performing Arts department sits at the very heart of school life. We believe that an ambitious creative education builds vital oracy, resilience, and self-belief. Joining our team means stepping into an environment where your subject is celebrated, your professional development is championed, and the arts are recognised as a crucial driver of academic success and personal growth.

You will join a highly collaborative and experienced team backed by fantastic specialist facilities and operational support. Teaching across our dedicated Performance hall, two purpose-built Drama studios, and a dedicated Green room and workshop space for technical theatre, you will work alongside a specialist Performing Arts Technician who ensures practical work runs seamlessly. Our curriculum is designed to be varied, rigorous, and inclusive, delivering outstanding results across all key stages. From a vibrant KS3 provision that ignites a lifelong passion for performance, to our strong level 2 (GCSE Drama and BTEC Production Arts and Acting) and a flourishing, large Sixth Form cohort studying Level 3 Production Arts Practice and A level Drama our students show immense enthusiasm and ambition for the subject.

We are committed to broadening horizons through a rich array of cultural opportunities and prestigious external partnerships. Our students regularly participate in high-profile initiatives such as National Theatre Connections Project and formal pathways through LAMDA. Cross departmental collaboration thrives here, with integrated projects alongside our high performing Music and Dance faculties powering our annual school musicals, seasonal showcases, and Christmas concerts. Above all, we champion equality and inclusion through a fully supported Pupil Premium offer, guaranteeing that

every student regardless of background has access to fully funded theatre trips, visits, and transformative creative experiences. The department boasts outstanding results at both KS4 and KS5 in GCSE/A level and BTEC qualifications.

The Ricards students below during Drama lessons and school productions.



Job Description

TLR 2.1 – Second in Charge of Drama/Production Arts

CURRICULUM AREA

Job Purpose: To support the HOD in providing leadership and strategic direction and to develop and support the Drama team to ensure excellent outcomes for staff and students.

Teaching and Learning

- maintain an up-to-date knowledge of the curriculum area including all statutory requirements to provide a curriculum that is appropriate to the needs of all students
- to support the Head of Department in developing a strategic vision for the department
- completion, monitoring and evaluating SoW to ensure that the curriculum is appropriately adapted to meet the needs of all students
- promotion of all national/local strategies and priorities within the curriculum area
- provision of an enhancement curriculum (trips/visits/intervention sessions)
- to formulate, communicate and monitor the progress of the curriculum improvement plan to ensure it makes a significant contribution to the SIP

Student Outcomes

- to analyse and monitor the performance of students within the department to ensure that all students are reaching their potential and developing a range of intervention strategies as appropriate

- accountable to the Headteacher and Governing Body for the development and implementation of student performance across the department to make a measurable contribution to whole school targets as appropriate
- to ensure the well-being and personal development of all students

Leadership

- to foster a shared vision in the curriculum team which reflects the whole school vision
- to work with the Head of Department to lead, manage and support the team of teachers who deliver Drama at all key stages and provide support and motivation across the Department
- delegation of roles within the department
- leading on the training of all staff in the department to develop and enhance their teaching practice (including coaching and mentoring)
- completion and monitoring of appraisal
- organising department meetings to ensure the efficient and effective running of the department
- to review and report on the standards of teaching and learning in the department in line with the school self evaluation policy
- to ensure all school policies are consistently implemented

Job Description

Resources

- to be responsible for generating an ambience and environment in the department and the immediate area that is conducive to learning
- complete risk and other assessments as required
- to deploy staff efficiently and effectively in the department

Liaison

- representing the department at relevant meetings
- liaising with relevant staff in respect of individual student need (including referrals)
- to prepare and provide regular progress checks to the SLT, Governors, parents as appropriate
- to contribute to the development of whole school policy

Extra curricular

- lead, design, and organise a vibrant program of extra-curricular Drama/Production clubs, educational theatre trips, and large-scale school productions



Person Specification

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Qualifications, Knowledge & Training			
Qualified teacher status	●		Application
Relevant specialist qualifications in your subject	●		Application
Commitment to personal CPD and CPD of others	●		Application Interview
Knowledge and understanding of curriculum requirements and developments within your own subject specialism. Either BTEC Level 2/3 Performing Arts: Production Arts or Acting, GCSE Drama and/or A level Drama	●		Application Interview
Experience as a form tutor and / or pastoral work	●		Application Interview
Experience with supporting theatre productions in a technical theatre capacity e.g, operating the lighting desk, making props, set or costumes		●	Application Interview
Leadership			
Experience of leading a project or team to improve outcomes for students successfully	●		Application Interview
To work with the Head of Department to lead a team, galvanizing a culture of growth and development and able to focus priorities for the team ensuring success	●		Application Interview
To work with the Head of Department in developing a strategic vision for the Department	●		Application Interview
Skills & Abilities			
To be able to teach lessons which consistently meet the Teacher Standards	●		Application Interview
To use a variety of strategies to inspire and engage students and promote a stimulating learning environment to raise attainment	●		Application Interview
Ability to work well across departmental teams	●		Application Interview

Person Specification

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Skills & Abilities			
To be a confident user of IT as a teaching and analysis tool	●		Application Interview
Ability to make effective use of KS3, KS4 & KS5 data and develop timely and relevant intervention strategies to promote student progress	●		Application Interview
To contribute to the wider life of the faculty / department and whole school, supporting extra-curricular and intervention programmes	●		Application Interview
Excellent verbal and written communication skills with the ability to relate well to the whole school community.	●		Application Interview
Personal Qualities			
Energy, enthusiasm, determination and an insistence on high standards	●		Application Interview
Be able to work under pressure, prioritise and manage time effectively	●		Application Interview
Flexibility and resilience	●		Application Interview

Working at Ricards

Ricards Lodge offers all new staff;

- Strong programme of in-service training for all staff including all leaders through the Apprenticeship Levy and the NPQ suite of courses.
- All Early Career Teachers will be provided with continued professional development as outlined in our Early Career Framework policy. Ricards Lodge provides training for mentors and ECT with our partners: Wandle Teaching Alliance and UCL's Faculty of Education and Society.
- A graduate teaching assistant programme leading to teacher training with Teach Wimbledon

The staff are very supportive towards each other with a great camaraderie existing throughout the school with a number of social events that are open to all and well attended.

When you come and work at Ricards Lodge High School and RR6 you will be able to benefit from a structured and comprehensive professional development programme. As a valued member of staff we want to ensure that you have access to all the benefits available to you.



Working at Ricards

Benefits include the following:

- Well being weeks including staff breakfast and social events
- A laptop for all teaching staff
- Social staff area and work area for staff
- Access to Merton's Employee Assistance Programme including new wellbeing app with instant access to free support for up to six weeks
- Collaborative approach to teaching and learning
- Merton Employee VDU users – possible to claim a fee towards glasses/eye test
- Annual season ticket travel loans are available.
- Parking on site

Google for Education

All successful candidates will be able to complete Google Fundamentals prior to starting work. All staff work towards completing the Google level 1 qualification.

Childcare

The London Borough of Merton's Children's Information Service offers a comprehensive service to help meet your childcare needs. The service can be contacted on 020 8545 3800, or send an email to cis@merton.gov.uk. They can provide information on childminders, playgroups, nurseries and out of school schemes.

If you need any support with accessing the Tax-Free Childcare Scheme administered via HMRC, we can assist.



Working in Wimbledon

Wimbledon is situated in the London Borough of Merton which was formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the creation of the new borough provided the impetus for more growth, five town centres have emerged – Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219 which runs off the A3. The road network offers fast access to the M23, and M25 and thus to Channel Tunnel links, major airports and the south coast. The main railway station is Wimbledon which is also a terminus for the District Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom Downs and Racecourse and Box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trim trails.



There are 13 multisport areas and also a watersport centre, which has a Royal Yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council, AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon Leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

Venues in Merton present entertainment across the board. The New Wimbledon Theatre is one of south west London's biggest and most prestigious, frequently hosting performances straight from the West End. The famous Polka Children's Theatre is also in the borough together with the All England Tennis Club. Cannizaro Park has a Grade II listed landscape: the Italian garden is used for art events and there is an outdoor theatre season. The Cannizaro Park Festival is one of London's major summer events and has performances of jazz, pop, tribute bands, comedy and many more.



Merton has abundant green spaces and 13 local nature reserves. Wimbledon Common, together with Putney Heath and Common, is a 1140 acre site, 900 acres of which are a Site of Special Scientific Interest (SSSI). It has woodland, heathland and nine ponds and provides great opportunities for relaxed walks. For the green fingered there are also allotments that can be hired.

Merton Abbey Mills is a famous weekend market with 15 independent shops and over 100 market stalls. There is a riverside pub, children's theatre and working watermill so it makes the perfect place for a family day out. There is also a craft village, antique and collectors market and a toy collector's fair. Deen City Farm, an urban community farm, is another ideal place for family outings. The council also organise a wide range of summer and Easter activities for 3-16 year olds. Wimbledon and the surrounding area is dotted with numerous pubs, bars and restaurants catering for all tastes and purses.

For further information on what the London Borough of Merton can offer, visit www.merton.gov.uk



To discuss this role in more detail or arrange a tour of the school please contact

HR@ricardslodge.org for further information.



**Artsmark
Platinum Award**
Awarded by Arts
Council England



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Headteacher: Mrs K Page

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