



Solefield School

Head of Drama – Part Time 0.2 FTE Maternity Cover Job Description & Person Specification

Job Title: Head of Drama

Location: Solefield School, Sevenoaks

Contract Type: Term Time only from September 2025. Part-time, one day per week, maternity cover, teaching years 3-6.

Salary: Solefield operates its own competitive salary, with full time teaching salaries £33,660-£50,208 based on experience. The pro rata salary for one day teaching is £6,732-£10,042, based on experience.

About Us

Solefield School is an academic day preparatory school for around 200 children aged 3 to 13 years, founded in 1948, with the introduction of girls in 2024. Our small classes and exceptional individual care enable us to bring the most out of each and every child, no matter where their talents or interests lie. We offer a broad and enriching co-curricular program. We are seeking a passionate and experienced individual to lead our Drama Department, inspiring students to achieve their full potential in the performing arts. Solefield School is excited to be part of the Sevenoaks Family of Schools from September 2025.

Role Overview

The Head of Drama will be responsible for developing and delivering outstanding performing arts. This includes overseeing annual drama recital for each year group, working with the Director of Music. The successful candidate will be an enthusiastic and skilled leader, committed to fostering a culture of participation, teamwork, and excellence in drama.

Key Responsibilities

- Teaching Drama to years 3-6 - one full day a week.
- Overseeing annual drama recital for each year group and Year 6 Musical, alongside the Director of Music.
- Supporting Pre-Prep teachers with any drama lesson content
- Plan and deliver high-quality
- Coordinating the visiting LAMDA Teacher.
- Work collaboratively with the Director of Music
- Promote a positive drama and performing arts culture that aligns with the school's values.
- The Head of Drama will be the main point of contact for any questions in this exciting area of the school.

Person Specification

Essential:

- A degree or similar qualification in Drama, or a related field.
- Proven experience teaching drama in school.
- Strong leadership and organisational skills.
- Passion for drama and the ability to inspire young people.



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- Ability to work collaboratively within a team environment.
- Ability to deliver lessons in the classroom in one or more subjects.

Desirable:

- Experience in a similar role within a school setting.
- Experience in teaching classroom-based subjects to KS1, KS2 and/or KS3.
- A track record of developing drama and enhancing participation levels.
- Understanding of safeguarding and health & safety in a school environment.

This job description is subject to review in line with the developing needs of the school.

Solefield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include:

- General welfare and care
- Break duties

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children. Please refer to the Solefield School [website](http://www.solefieldschool.org) for our Recruitment Policy and Safeguarding and Child Protection Policy: www.solefieldschool.org

Helen McClure, Headmistress
June 2025