

PENNTHORPE



DIRECTOR OF PERFORMING ARTS
(Maternity Cover)
CANDIDATE PACK



THANK YOU FOR YOUR INTEREST IN THE ROLE OF DIRECTOR OF PERFORMING ARTS (Maternity Cover) AT PENNTHORPE!



I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude – excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success, and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact my PA, Lauren Manvell (recruitment@pennthorpe.com 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website (<https://www.pennthorpe.com/forms/application-form/>)

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!

Mr Chris Murray BA (Hons) PGCE
Head

ABOUT PENNTHORPE

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border. With around 280 pupils from two to 13, Pennthorpe has a real family feel.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life, and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions, but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.

Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We are fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn, and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds, you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

OUR AIMS

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

WHY JOIN US?

Staff come from a variety of backgrounds, and all find their place at Pennthorpe.

WHAT HAS STRUCK ME MOST, SINCE JOINING PENNTHORPE IN SUMMER 2024, IS THE WARM, CARING AND CLOSE-KNIT COMMUNITY OF THE SCHOOL, WHICH INCLUDES PARENTS, CHILDREN AND STAFF. I LOVE THE COMMUNITY'S INCLUSIVITY AND OPTIMISM; IT IS AN INCREDIBLE PLACE TO WORK.

Kate Stott, Year 2 Teaching Assistant



I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

Charlotte Gallina Breese, Head of Years 3 & 4



MY PASSION, IDEAS AND OPINIONS ARE ACTIVELY ENCOURAGED AND SUPPORTED, AND I FEEL TRUSTED AND EMPOWERED IN DEVELOPING MY DEPARTMENT TO BE THE VERY BEST IT CAN BE.

Chris Lindfield, Head of Maths



WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

Jon Marler, Senior Deputy Head, Academic



THE BENEFITS

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns, in addition to an informal staff buddy system
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff sessions (for example sport and massage sessions) during our biannual Wellbeing Week and on INSET days
- Support for working parents
- Dedicated staff work areas
- 36-week term time (so longer school holidays!)
- Professional development, including the possibility of financial support for postgraduate training
- Numerous career progression opportunities
- Fee remission for staff children
- Contributory stakeholder pension scheme
- Restaurant quality lunches, cooked on-site, are provided to all staff during term time
- Free parking on site.

For teaching staff, additional benefits include:

- Integrated technology across all teaching areas, including 1:1 laptops for pupils in Years 3-8
- Small class sizes, high levels of pastoral care and parental support
- Generous timetabled non-contact allowances, averaging 30% of non-contact time.

PERFORMING ARTS AT PENNTHORPE

Our Performing Arts department comprises a team of committed and talented teachers, including a phenomenal team of peripatetic teachers, who provide instrumental, vocal and music training across a huge range of musical genres and instruments. The Drama and Music specialists work collaboratively to produce numerous musical theatre performances throughout the year and pupils of all ages have Music and Drama lessons each week.

We have a Chamber Choir, a Rock Choir, a small orchestra, and various ad hoc ensembles; there is something to invoke a love of music and performance in everyone. Children love to act and perform at Pennthorpe; major productions take place throughout the year, where all children are encouraged to participate. From Christmas spectacles in the Pre-Prep to “We Will Rock You” in the Prep school there is something for all ages! For those not wishing to be on stage, there are still opportunities to get involved, from technical to costumes and scenery to props. Pupils also have the opportunity to take part in public speaking competitions and we are a centre of LAMDA tuition, where many children take their graded exams.

Our facilities, including dedicated music rooms, a Performing Arts studio, a music technology suite, and professional theatre setup, now requires guided investment, and we’re hoping to find just the person to drive this forward!



DIRECTOR OF PERFORMING ARTS

The Director of Performing Arts will lead an ambitious Drama and Music programme to stretch and challenge our most able performers and musicians while encouraging enjoyment for all. We are looking for a strong performer, in the classroom and/or other platforms, a sense of imagination and a commitment to the role, who has a clear ambition and enthusiasm for both Drama and Music and will be fully involved in school life.

The successful applicant also needs to have a desire to encourage pupils to perform in both Drama and Music; they would need to have a passion for working with pupils and young people. S/he will be recognised as a passionate teacher, performer and musician: dynamic and imaginative. They will lead by example to motivate and work with others, when implementing initiatives and managing change and will maintain the culture of inclusion within the school community where all views are valued and considered.

Essential skills include the direction, conducting and development of choirs and orchestras/bands and experience accompanying and working from the keyboard (good keyboard skills are a minimum requirement). A love of theatre and performance is a must as well as the ability to ignite this spark in others. Being able to translate this passion into well-executed pupil performances is also critical. Excellent communication skills are essential, as is the ability to get on with a wide range of people and to support and encourage musicians and performers of all abilities. Well-developed organisational and IT skills are expected, and an understanding that the work of the Director of Performing Arts is not always limited to the hours of the school day.

Key Duties & Responsibilities

- Responsibility for all aspects of curricular and co-curricular Drama and Music.
- Lead a vibrant and varied programme of co-curricular performing arts activities, bringing musical performance into the daily life of the school.
- Play a crucial role in whole-school strategy and development in relation to Performing Arts.
- Establish and implement an ambitious vision for the future of Performing Arts in the school.
- Ensure a high profile for Performing Arts throughout the School.
- To promote our Performing Arts in the public domain through social media and other interactions.
- Teach Drama and Music to pupils of all ages, from Reception to Year 8.
- Have an overview of the development of each child's Drama and Music progression throughout their time at the school.
- Lead the development and review of the Drama and Music curriculum including planning, assessment for learning, tracking and the development of a challenging and inclusive curriculum for all pupils.
- Organise and oversee the nature of the co-curricular offering including content and rehearsals, performance arrangements etc.
- Lead the development of school policy in Performing Arts to ensure an interesting, well-planned approach, which is consistent throughout the school and addresses continuity and progression.
- Organise and oversee a programme of concerts, performances and the provision of music for high-profile events such as the Harvest Festival, Carol Service and Remembrance Service, House Music Competitions, Tea-Time Concerts and Musical Soirees and Prizegiving.
- Lead singing practice; building and rehearsing repertoire.
- Lead Music in Huddles when required (assemblies).
- Ensure regular performance opportunities for pupils.
- Promote involvement in Performing Arts through example
- Encourage pupils and advise parents in the choice of instruments.
- Encourage suitable pupils towards Drama and Music Scholarship applications.
- Promote pupils entering internal as well as external competitions.
- Produce termly performances for public audiences to develop pupil experience and enjoyment and showcase Pennthorpe.
- Participate in the budget process in conjunction with the Head and Bursary.
- Manage the school's Performing Arts teaching resources.
- Make best use of existing facilities and support the school in developing the facilities further.
- Such other comparable duties as the Head may require from time to time.
- Contribute to our extra-curricular offering to pupils

General Teaching & Learning Responsibilities

Below sets out the generic main duties and responsibilities of any teacher at Pennthorpe. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Pennthorpe teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils, including inclusion of the PSB skills and the Pennthorpe Purpose.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of SEND pupils.
- Research new topic areas and maintain up-to-date subject knowledge, staying at the cutting edge of the Drama and Music curriculum and up to date with developments on law changes and new IAPS directives.
- Undertake report writing and the award of grades as required.
- Teach a timetable commensurate with the responsibilities of this and other roles

Performing Arts Department

- Carry out any reasonable subject-related duties assigned to them by the Head.
- Attend meetings as requested by the Head or SLT.
- Be familiar with the contents of their Pennthorpe Staff Framework and endeavour to follow closely the guidance provided in this document.

Other Professional Duties

- Prioritise the safeguarding of pupils at all times.
- Be familiar with the School's health and safety guidance and be responsible for personal Health & Safety and that of the pupils.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the School's Behaviour Management and Sanctions Policy.
- Support and foster the aims of the School.
- Be familiar with the contents of the Staff Framework, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them, punctually and efficiently.
- Attend staff meetings, parents' evenings, Prizegiving, INSET sessions and similar important functions both in and out of normal School hours, and participate in the Open Days for prospective parents and pupils.
- Notify the Deputy Head as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head.
- Take part in the Pennthorpe's Contribution framework and appraisal systems.

PERSONAL SPECIFICATION

Qualifications

- Educated to Degree level or equivalent in a relevant subject.
- Qualified Teacher Status (QTS)/PGCE (desirable).
- Evidence of further study and/or additional qualifications (desirable).

Professional Experience

- Conducting, directing and developing musical ensembles and choirs in an educational setting.
- Directing plays, musicals and showcases within an educational setting.
- High level keyboard/accompanying skills. (desirable)
- Delivering a Drama and Music curriculum in an educational setting.
- Drama and Music teaching in Primary phase (desirable).
- Professional experience in the Performing Arts industry (desirable).

Personal Competencies & Skills

- A commitment to and a real interest in Performing Arts education.
- A thorough knowledge of Drama and Music pedagogy.
- An understanding of the nature of performance and the benefits of involvement in Music and Drama on educational outcomes.
- Excellent communication skills.
- Well-developed organisational and IT skills.
- The ability to get on with a wide range of people.
- The ability to support and encourage musicians of all levels.
- The motivation to work with pupils and young people.
- The capacity to both lead and work as a member of a team.
- Integrity, stamina and sound judgement.
- A sense of humour.
- An outstanding musician and teacher: dynamic and imaginative.
- A love of Performing Arts of many different forms.
- A desire to encourage pupils to perform and to respond to it with enjoyment and understanding.

HOW TO APPLY

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>), which includes uploading a covering letter by the application deadline.

- **Start Date:** September 2025
- **Salary:** Competitive
- **Contract Type:** Full Time
- **Application Deadline:** Friday 21st March
- **Interview Date:** Tuesday 25th March 2025
- **Reporting Line:** Deputy Head, Academic



EQUAL OPPORTUNITIES

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

SAFEGUARDING

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



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