



WOODBIDGE SCHOOL

Work With Us Head of LAMDA (Approx 3-4 days per week)

Application Pack



Head of LAMDA

Zero Hours Contract (Employed or Self-Employed)

Employed Hourly Rates: £29.84 (solo)/£36.25 (duos)

Self Employed Hourly Rates: £39.89 (solo)/£44.44 (duos)

With an additional annual Head of LAMDA allowance

Approximately 3-4 days per week

(Hours could increase or decrease throughout the year so flexibility is required)

We are seeking a talented, dynamic and inspirational LAMDA Practitioner to join our highly successful and well-established Drama Department. This is an exceptional opportunity for a practitioner who wishes to broaden their experience within a supportive, creative, and ambitious environment where they can truly excel.

Woodbridge School is one of Suffolk's leading academic schools, situated in a beautiful part of the county and just 1 hour 20 minutes from London. The School has a strong sense of community, a rich co-curricular programme, and a commitment to nurturing talent both inside and outside the classroom.

Drama is a major strength of the School. Each year, we stage eight high-quality pupil productions, with a thriving culture of performance supported by exceptional facilities and an outstanding team. The successful candidate will be joining a highly supportive and collaborative department, which is well-resourced, comprising:

- Head of Drama
- Assistant Head of Drama
- Part Time Peripatetic Teacher of LAMDA (reporting to the Head of LAMDA)
- A dedicated and skilled Theatre Manager and their team at the Seckford Theatre, part of the Woodbridge School and Seckford Foundation

This is a peripatetic role, and working hours will average three to four days per week. Flexibility is essential: hours may increase during busy periods (e.g., production preparation) and reduce at quieter times. Demand for lessons may also rise throughout the year as more students enrol.

We would consider applications from candidates wishing to work on a self-employed basis, provided that the engagement fully meets HMRC requirements for self-employment. This includes satisfying the criteria outlined in HMRC's Check Employment Status for Tax (CEST) assessment and compliance with all relevant UK employment and tax legislation. Applicants expressing interest in self-employed arrangements may be asked to complete a CEST determination and provide any supporting evidence required to confirm that self-employment status is appropriate for the role.

This role offers a rare opportunity to play a key part in shaping and delivering LAMDA across Woodbridge School, working with enthusiastic pupils, committed colleagues, and a department known for excellence, creativity, and innovation.

For an informal discussion about the role, please contact the People Team in the first instance on 01394 615168. For more information about this exciting opportunity, and to download an application pack, please visit our website: <https://www.woodbridgeschool.org.uk/about/staff-vacancies>

Closing Date: 1 February 2026

Interviews Date: Week Commencing 9 February 2026

We reserve the right to appoint prior to the closing date; please therefore submit your application early to avoid disappointment.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

The Role

Job Title Head of LAMDA Teacher	
Reporting to Head of Drama	Department Drama
Type of Contract Zero-Hours (Approximately 3-4 days per week) Plus, Annual Head of LAMDA Allowance	
Department Summary	
<p>Drama is taught throughout the School, forming a vibrant and highly valued part of our curriculum from the earliest years upwards. Our LAMDA provision is central to this offer, with individual and group lessons available to pupils of all ages, ensuring wide access and consistently strong uptake.</p> <p>The successful candidate will join a dynamic and collaborative team committed to excellence in performance, communication skills and confidence-building. They will play a leading role in shaping, developing and delivering our LAMDA programme, working closely with colleagues across the Drama Department and the Seckford Theatre team to inspire pupils, nurture talent, and uphold the School's reputation for outstanding performing arts.</p>	
Key Responsibilities	
<p>The successful candidate will play a central role in the planning, delivery, administration, and ongoing development of LAMDA provision across the School. You will be expected to:</p> <p>Leadership and Programme Management</p> <ul style="list-style-type: none">• Lead, coordinate, and continue to develop a high-quality LAMDA programme that supports performance, communication skills, and pupil confidence-building across all age groups.• Assess annual demand for LAMDA lessons, reviewing pupil uptake and progression to determine the number of lessons required and adjust provision accordingly.• Work collaboratively with the part-time LAMDA teacher to agree their timetable, clarify expected hours, and ensure the consistency and quality of teaching and learning.• Line management responsibility for the part-time LAMDA teacher, providing clear expectations, supportive direction, and regular opportunities for professional dialogue. <p>Timetabling and Lesson Coordination</p> <ul style="list-style-type: none">• Establish, publish, and maintain the weekly LAMDA timetable, ensuring it is communicated to pupils and staff in good time, and organised in a way that minimises disruption to academic commitments.• Send reminders to pupils the day before their lesson to ensure strong attendance and punctuality.• Respond to timetable changes, rooming adjustments, or pupil absences in a calm, efficient, and solutions-focused manner. <p>Administration and Reporting</p> <ul style="list-style-type: none">• Provide accurate and timely billing information to the Finance Department, including tracking the number of lessons delivered for each pupil and reporting any variations.• Maintain accurate records of lessons, pupil progress, assessments, and examination entries, ensuring	

compliance with school procedures.

- Monitor waiting lists, new enquiries, and ongoing learners need to ensure smooth onboarding of new pupils.

LAMDA Examination Organisation

Lead the organisation, administration, and facilitation of LAMDA examinations, including:

- Managing entries and assessment levels
- Ordering and preparing examination materials
- Liaising with LAMDA examiners
- Scheduling examination timetables
- Preparing pupils to a high standard through structured and supportive coaching
- Ensure that examination days run efficiently and professionally, reflecting the high standards of both the School and the LAMDA awarding body.

Showcase and Performance Opportunities

- Develop and promote at least two opportunities for pupils to showcase their LAMDA work to the wider school community each academic year.
- Encourage pupils to participate in wider Drama Department activities, productions, and enrichment events.

Support for the Drama Department

- Provide support to the Drama Department where appropriate, which includes:
 - Drama scholarship auditions
 - Contributing to the scholarship programme by meeting scholarship pupils termly, recording progress, and reporting to the Head of Drama
 - Offering targeted coaching or mentoring to pupils preparing for performances or assessments
 - Collaboration with Drama colleagues and LAMDA Teacher at Prep to enhance opportunities for co-curricular engagement and pupil development
 - Running weekly Drama Club for Year 7 and 8 pupils.

Enrichment and Wider Contribution

- Nominate pupils for relevant extracurricular or enrichment programmes where appropriate, supporting their growth and celebrating excellence.
- Play an active role in contributing to the positive culture and professional environment of the department, including sharing best practice and contributing ideas for departmental development.
- Maintain up-to-date professional knowledge of LAMDA syllabi, communication performance standards, and best practice in peripatetic teaching.



General Responsibilities

Health and Safety

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection Statement

- The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the school's child protection officer or to the Head.

Brand Values

- Ensure that their work, communication and approach conform to the brand values and house style of the School and the wider Seckford Foundation.
- Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.



Person Specification

Qualifications/Experience	E	D
• Significant theatre/drama/acting background and experience	✓	
• Graduate with degree level, preferably with a professional teaching qualification;	✓	
• A recognised Drama qualification;	✓	
• Familiarity and/or experience of teaching to LAMDAs exam syllabus requirements;	✓	
• Knowledge and experience of safeguarding and child protection issues.	✓	
Skills/Abilities		
• Strong communication and interpersonal skills;	✓	
• Good administrative and organisational abilities;	✓	
• Ability to create and maintain strong, supportive relationships with staff, parents/carers, pupils and the community.	✓	
Safeguarding		
• A commitment to safeguarding and promoting the welfare of young people and vulnerable adults.	✓	
Personal/Professional Qualities		
• Inspirational; has a genuine passion for the subject with the ability to enthuse pupils;	✓	
• Aspirational and empathetic; has a genuine belief in the potential of every pupil;	✓	
• Collaborative; a team player;	✓	
• Flexible and resourceful;	✓	
• Innovative; seeks out new ideas;	✓	
• Committed and willing to be fully engaged in the whole life of the school, including extra-curricular activities.	✓	

Benefit Statement

Benefits	<ul style="list-style-type: none"> • Free parking. • Pension Scheme (<i>Employed only</i>) • Supported Professional Development • Three terms across 34 weeks. • Free gym facilities available on site (varying times). • Complimentary lunch is available when the Dining Room is in operation. • Access to Employee Assistance Programme. • Family friendly policies to support wellbeing.
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Information for Applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply, preferably by email, stating **"Head of LAMDA"** in the title line to People Team Recruitment recruitment@seckford-foundation.org.uk

If you are unable to apply by email then please post your application, marking **"Private and Confidential"** to People Team at:

Woodbridge School Marryott
House
Burkitt Road Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615168.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.

