



FOREST PREPARATORY SCHOOL

Independent Prep School
for pupils aged 4 – 11
in Northeast London

Musical Theatre Associate

From September 2025





Table of Contents

Safeguarding	1
Contact Details	1
Welcome from the Head	2
About Forest Preparatory School	3
Forest Preparatory School Vision Aims and Values.....	3
Vision	3
Aims	3
Values: IPR	3
Forest Preparatory School: Where Young People Grow	3
The Role: Musical Theatre Associate	4
Purpose of the Role	4
Key Responsibilities	4
Person Specification	5
Safeguarding	5
Why work at Forest? – Click for Video	6
Generic Duties and Responsibilities (Prep School)	6
Teaching and Learning	6
Assessment.....	7
Classroom Management	7
Pastoral Care	7
Curriculum Development	7
Co- and Super-curricular	7
Communication	7
Day-to-Day Expectations	8
Subject Specialists	8
Professional Responsibilities	8
The Process.....	8

Safeguarding

The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy. The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack. NB The post is exempt from the Rehabilitation of Offenders Act 1974.

Contact Details

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Website: <https://www.forest.org.uk/prep>



Welcome from the Head

Dear applicant

Thank you for your interest in the position of Musical Theatre Associate at Forest Prep School.

This is an extraordinary opportunity to join a thriving and innovative school as we expand our provision in the Performing Arts. We are seeking a dynamic and talented individual with a passion for musical theatre to inspire our pupils and enrich their creative journey.

At Forest Prep, we are committed to nurturing well-rounded, empathetic, and collaborative young people who are ready to embrace the world with confidence and curiosity. Our curriculum blends academic rigour with a strong emphasis on creativity and personal growth, ensuring that every pupil is empowered to thrive both in and beyond the classroom.

Musical Theatre plays a pivotal role in our arts provision, offering pupils a platform to explore and express their talents in singing, acting, and dance. Whether through vibrant productions, engaging workshops, or imaginative co-curricular clubs, you will have the chance to ignite a lifelong love of the arts in our pupils while fostering essential skills like teamwork, resilience, and creative thinking.

Our community is vibrant and inclusive, supported by our unique curriculum, *The Enquiring Me*, and a wealth of co-curricular opportunities that encourage pupils to take bold steps in exploring their potential. Forest Prep is a place where ambition meets opportunity, and our pupils leave us ready to make their mark on the world.

For a glimpse into Forest Prep's vibrant community, please take a look around our website at forest.org.uk. Forest Prep is a remarkable school, and we are looking for a remarkable person to help lead our Performing Arts into an exciting new chapter.

We look forward to hearing from you and learning more about your vision for this exciting role.

Best wishes

James Sanderson FRSA, FCCT
Headmaster





About Forest Preparatory School

Benefiting from the structure and the economies of scale it brings, Forest Preparatory School is a vital component of an all-through school which teaches pupils from 4 to 18. Forest Preparatory School has expanded recently to 4 form entry in the Pre-Prep and 3 forms in the Prep with a total of 480 pupils.

Forest Preparatory School Vision Aims and Values

Vision

Forest Preparatory School will provide an education founded on challenge, breadth and personal fulfilment. Our learning environments will be ambitious, inclusive, creative and industrious spaces where teachers inspire and support pupils to exceed their expectations and to strive for ambitious goals. Forest Prep pupils will achieve more than academic excellence; they will become remarkable young people, empowered to make a positive difference in a changing world. Our staff will champion each and every pupil and nurture in them the qualities of initiative, perseverance and responsibility.

Aims

Forest Preparatory School will equip pupils to flourish in the world into which they will grow up and prepare them for the next stage of their education. We will achieve this by:

- Curating a broad and innovative curriculum
- Building pupils' capacity to learn and to lead
- Challenging pupils to think deeply and to develop self-reliance
- Nurturing pupils' personal development in an atmosphere of trust, fairness and community
- Developing pupils' sense of empathy, compassion and global citizenship
- Caring for all aspects of pupils' wellbeing and teaching them to practise self-care

Values: IPR

Pupils will demonstrate initiative by being:

- inquiring
- adaptable
- a communicator

Pupils will demonstrate perseverance by being:

- organised
- problem-solving
- resilient

Pupils will demonstrate responsibility by being:

- respectful
- a collaborator
- a leader



Forest Preparatory School: Where Young People Grow



The Role: Musical Theatre Associate

Purpose of the Role

The Musical Theatre Associate will inspire and nurture a love of musical theatre among pupils at Forest Prep School. Combining expertise in singing, dancing, and acting, this role will focus on delivering outstanding teaching, coaching, and performance opportunities in musical theatre. Working collaboratively with the Performing Arts team, the Associate will implement a vibrant programme of activities, productions, and workshops, ensuring pupils gain confidence, skills, and enjoyment in this dynamic art form.

Key Responsibilities

1. Teaching and Learning

- Deliver engaging, high-quality group and individual lessons in singing, acting, and dancing within a musical theatre context to pupils across the Prep School.
- Direct and choreograph musical theatre performances, ensuring pupils develop vocal, dramatic, and movement skills.
- Prepare pupils for individual and group performances, both in school as part of outreach.
- Identify and nurture talent, providing tailored support to pupils with varying skill levels.

2. Production Leadership

- Plan and direct termly musical theatre productions, including full-scale performances, showcases, and smaller ensemble works.
- With the Head of Drama, Head of Music, and Head of Dance, contribute to the casting, rehearsal scheduling, and creative direction of musical theatre projects.
- Collaborate with the Head of Drama, Head of Music, and Head of Dance to ensure seamless integration of disciplines within productions.

3. Co-curricular and Enrichment

- Lead extra-curricular clubs and workshops focused on musical theatre, including after-school and daily lunchtime activities.
- Organise masterclasses, guest workshops, and trips to local theatres to enhance pupils' understanding of the professional musical theatre industry.
- Build connections with local theatres, performers, and organisations to bring external expertise into the school.

4. Curriculum Development

- Develop a bespoke musical theatre framework that integrates singing, dancing, and acting techniques.
- Ensure alignment with the broader Performing Arts curriculum and the school's ethos of creativity, collaboration, and excellence.

5. Administrative and Logistical Support

- Support the administrative framework of the Performing Arts department.
- Manage resources and materials for musical theatre, dance and drama, including costumes, props, and technical equipment.



- Maintain rehearsal schedules, production budgets, and risk assessments for performances and workshops.
- Collaborate with the wider school team to promote events and celebrate pupil achievements.
- Contribute to the co-ordination of the School's LAMDA provision and its team of teachers.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Degree in Musical Theatre, Performing Arts, or a related field	✓	
Additional certifications in singing or dance pedagogy (e.g., ISTD, LAMDA, ABRSM)		✓
Experience		
Proven track record of directing or choreographing successful musical theatre productions	✓	
Professional performance experience in musical theatre		✓
Experience working with children aged 4–11 in a school or workshop setting		✓
Skills and Abilities		
Expertise in singing, dancing, and acting, with a focus on musical theatre	✓	
Strong vocal coaching skills	✓	
Ability to teach a variety of musical theatre dance styles	✓	
Creative problem-solving abilities and an innovative approach to teaching and performance	✓	
Proficiency in using technology to support music and performance (e.g., backing tracks, microphones, lighting systems)	✓	
Personal Attributes		
Passion for musical theatre and enthusiasm for sharing this with pupils	✓	
Empathetic and nurturing approach to pupil development	✓	
Collaborative and flexible team player	✓	
Commitment to the school's ethos, vision, and values	✓	

This role requires active involvement in school events, meetings, and professional development, contributing to the broader life of the School and its community.

Safeguarding

Forest School is committed to safeguarding and promoting the welfare of children. The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS)
- Complete Child Protection Training
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.



Why work at Forest? – [Click for Video](#)

There are many benefits of working at Forest school as staff are our single most important asset. Key benefits include:

- Generous CPD budget
- Comprehensive Professional Development Review system
- Opportunities to contribute to the wider community via our extensive Outreach Programme
- Free hot lunch (takeaway sandwich lunch also available) and refreshments throughout the day
- 20% fee remission (pro-rata for part time staff) for children attending Forest which is applicable Reception-Y13
- Subsidised membership to the on-site Sylvestrian Leisure Centre
- Membership of the School's Group Life Assurance scheme and Personal Accident Scheme
- Contribution towards private medical insurance fees
- Membership of a pension scheme

Generic Duties and Responsibilities (Prep School)

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

Teaching and Learning

- Plan, prepare, and deliver lessons that cater to the needs of the whole ability range within the class.
- Ensure coverage, progression, and continuity in all teaching.
- Deploy a variety of teaching methods to engage students.
- Set homework in accordance with School policy and, mark meaningfully and return in a timely manner.
- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage and inspire pupils, showing enthusiasm for their subject in the classroom.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Demonstrate an awareness of AfL strategies and personalise the learning of all pupils, as appropriate, using teaching strategies and adjustments that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of SEND pupils.
- Plan, organise and deliver interventions for pupils in the class.
- Plan for the use of and communicate with TAs where relevant
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the awarding of internal grades as required.



Assessment

- Continuously assess and record the progress and attainment of pupils.
- Provide regular feedback to pupils, parents, and guardians about their child's progress and attainment.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupils' progress in their subject.

Classroom Management

- Create and maintain a stimulating and inclusive learning environment.
- Manage pupil behaviour in the classroom, establish an orderly working environment ensuring the safety and excellent conduct of pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to uphold the pupils' Code of Conduct and Dress Code.

Pastoral Care

- Provide pastoral care and support to pupils, and attend to their social, emotional, and physical wellbeing.
- Foster positive relationships with and between pupils in the class.
- Ensure that they are familiar with the School's health and safety guidance and be responsible for their own health and safety and that of their pupils.
- If a form teacher, be prepared to undertake the pastoral role of a tutor to your class.
- If present in School, attend assemblies and Chapel services, supervising the pupils, unless permission to be absent has been given by the Senior Deputy Head of the Preparatory School.
- Be a positive role model and consistently demonstrate the same positive attitude, values and behaviour which is expected from our pupils.

Curriculum Development

- Contribute to the development and coordination of the Prep School curriculum.
- Stay up to date with changes and innovations in the education sector, especially as they relate to independent prep schools.

Co- and Super-curricular

- Contribute imaginatively to the co-curricular and super-curricular programmes of the Prep School as required by the Leadership of the Prep School and be prepared to run or assist with activities beyond lesson times when required.
- Participate in, and possibly lead, before/after-school and or lunch time Clubs, educational visits, residential visits, or School events.

Communication

- Foster positive relationships with parents and guardians through regular communication (for example the daily signing of the communication diary).
- Report to parents on the development, progress, and attainment of pupils by writing reports and in-person or online parents' evenings.



Day-to-Day Expectations

Subject Specialists

Recognising that subject specialists do not carry the pastoral load of a form teacher, it is expected that they will contribute a similar amount of time in their day to the pastoral and general support of pupils. This includes, but is not limited to:

- Providing pastoral support to form teachers as required, particularly to enable phase meetings.
- Attend all assemblies and chapel services, assisting form teachers as required.
- Supporting form teachers, by regularly eating lunch with forms in the Dining Hall when not expected to deliver a Club or duty in the second half of lunch break, enabling colleagues to prepare for Clubs and to support teaching assistants for their regular meeting time.

Professional Responsibilities

- Support and foster the aims of the School.
- Engage in professional development to enhance teaching and pupils' learning.
- Participate in weekly after-school staff development meetings and before-school briefings, INSET days, and parent meetings as required.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including scheduled and unscheduled supervision duties and cover for absent colleagues, as are allocated to them by the Prep School Leadership Team, punctually and efficiently.
- Attend Prize Giving Ceremony, Harvest Festival, Information/Parents' Evenings and similar important functions both in-and-out of normal School hours and participate in Open Days for prospective parents and pupils.
- Notify the Head of the Prep School and Senior Deputy Head as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Take part in the School's performance management scheme and appraisal system.
- The post-holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Head of the Prep School.

The Process

Applications are via the application form on TES and applications will be reviewed on an ongoing basis, so early applications are encouraged. The School reserves the right to make an appointment at any stage.

Applications will close on Friday 7 March 2025, 12 midday

Interviews will be held on w/c 10 March 2025



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Forest Preparatory School is the Preparatory School of Forest School (HMC). Member of the Independent Association of Preparatory Schools. Registered Charity Number 312677